

☐ ICE Service Processing Center
☐ ICE Contract Detention Facility
☒ ICE Intergovernmental Service Agreement

Type of Inspection
☒ Field Office ☐ HQ Inspection
 Date[s] of Facility Review
 AUG 15th - 30th

Date[s] of Last Facility Review
July 2006

Previous Rating
☐ Superior ☐ Good ☐ Acceptable ☐ Deficient ☐ At-Risk

Name
Northwest State Correctional Facility
Address (Street and Name)
3649 Lower Newton Road
City, State and Zip Code
Swanton, VT 05488
County
Franklin
Name and Title of Chief Executive Officer (Warden/OIC/Supt.)
(b)(6), (b)(7)(C) Superintendent
Telephone # (Include Area Code)
(802) 527-1606
Field Office / Sub-Office (List Office with oversight responsibilities)
Boston Field Office/St. Albans, VT Sub-Office
Distance from Field Office
185 miles

Name of Inspector (Last Name, Title and Duty Station)	(b)(6), (b)(7)(C) [REDACTED]
Name of Team Member / Title / Duty Location	
Name of Team Member / Title / Duty Location	
Name of Team Member / Title / Duty Location	
Name of Team Member / Title / Duty Location	

Contract Number	Date of Contract or IGSA
(b)(7)(E) Man-Day	
Other Charges: (If None, Indicate N/A)	

List all State or National Accreditation[s] received:
National Commission on Correctional Health Care 2015
PREA Certification
☐ Check box if facility has no accreditation[s]

The Facility is under Court Order or Class Action Finding	
<input type="checkbox"/> Court Order	<input type="checkbox"/> Class Action Order
The Facility has Significant Litigation Pending	
<input type="checkbox"/> Major Litigation	<input type="checkbox"/> Life/Safety Issues
<input checked="" type="checkbox"/> Check if None.	

Date Built 1968	
Date Last Remodeled or Upgraded Continuous, Echo upgraded 2012	
Date New Construction / Bed space Added None	
Future Construction Planned <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date:	
Current Bed space 241	Future Bed space (# New Beds only) Number: 0 Date:

Total Facility Intake for previous 12 months
Approximately 3,000
Total ICE Man-days for Previous 12 months
93

	L-1	L-2	L-3
Adult Male			
Adult Female	0	0	0

	Rated	Operational	Emergency
Adult Male	247	247	247
Adult Female	0	0	0
<input type="checkbox"/> Facility holds Juveniles Offenders 16 and older as Adults			

	ICE	USMS	Other
Adult Male			
Adult Female			

Security:	Support:
(b)(7)(E)	

Form G-324 SIS ORSA (Rev. 5/8/12)

<i>Incidents</i>	<i>Description</i>	Jan – Mar	Apr – Jun	Jul – Sept	Oct – Dec
Assault: Offenders on Offenders ¹	Types (Sexual ² , Physical, etc.)	7	13	14	8
	With Weapon	7	0	0	0
	Without Weapon	6	13	14	8
Assault: Detainee on Staff	Types (Sexual Physical, etc.)	1	4	7	2
	With Weapon	1	2	1	0
	Without Weapon	0	2	6	2
Number of Forced Moves, incl. Forced Cell moves ³		7	3	3	7
Disturbances ⁴		0	0	0	0
Number of Times Chemical Agents Used		7	2	1	1
Number of Times Special Reaction Team Deployed/Used		0	0	0	0
# Times Four/Five Point Restraints applied/used	Number/Reason (M=Medical, V=Violent Behavior, O=Other)	10V	4V	10V	12V
	Type (C=Chair, B=Bed, BB=Board, O=Other)	C	C	C	C
Offender / Detainee Medical Referrals as a result of injuries sustained.		0	3	4	0
Escapes	Attempted	0	0	0	0
	Actual	0	0	0	0
Grievances:	# Received	18	242	304	186
	# Resolved in favor of Offender/Detainee	3	3	4	1
Deaths	Reason (V=Violent, I=Illness, S=Suicide, A=Attempted Suicide, O=Other)	0	0	0	0
	Number	0	0	0	0
Psychiatric / Medical Referrals	# Medical Cases referred for Outside Care	0	7	12	12
	# Psychiatric Cases referred for Outside Care	N/A	N/A	N/A	N/A

¹ Any attempted physical contact or physical contact that involves two or more offenders

² Oral, anal or vaginal penetration or attempted penetration involving at least 2 parties, whether it is consenting or non-consenting

³ Routine transportation of detainees/offenders is not considered "forced"

⁴ Any incident that involves four or more detainees/offenders, includes gang fights, organized multiple hunger strikes, work stoppages, hostage situations, major fires, or other large scale incidents.

~~FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)~~

Form G-324 SIS ORSA (Rev. 5/8/12)

*Conditions of Confinement Worksheet
Operational Review Self-Assessment (ORSA)
Authorized Under-72 Hour Facilities*



Facility Name VERMONT DEPT. OF CORRECTIONS, NORTHWEST STATE CORRECTIONAL FACILITY
Address (Street and Name) 3649 LOWER NEWTON STREET
City, State and Zip Code SWANTON, VT 05488
County FRANKLIN COUNTY VERMONT
Name and Title of Chief Executive Officer (Warden/OIC/Superintendent) (b)(6);(b)(7)(C)
Name and title of Facility Reviewer (b)(6);(b)(7)(C) Security Supervisor for Northwest State Correctional Facility
Date[s] of Facility Review Aug 15 th to Aug 20 th
(b)(6);(b)(7)(C)
Field Office/Name of Field Office Director BOSTON MA FIELD OFFICE/ FIELD OFFICE DIRECTOR CHRIS CRONE
(b)(6);(b)(7)(C) 7-2016

<i>Name and Title of Field Office Reviewer</i> (b)(6),(b)(7)(C) DEPORTATION OFFICER
<i>Date of Field Office Review</i> Aug 15 th to Aug 20th
<i>Signature of Field Office Reviewer</i> (b)(6),(b)(7)(C)
<i>Is a Corrective Action Plan Required?</i> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

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NOTE: FOR EACH STANDARD RATED BELOW ACCEPTABLE, FACILITIES MUST ATTACH A PLAN OF ACTION FOR BRINGING OPERATIONS INTO COMPLIANCE. EACH FACILITY SHOULD EXAMINE THE ENTIRE WORKSHEET TO IDENTIFY AREAS OF IMPROVEMENT, INCLUDING THOSE STANDARDS WHERE AN OVERALL FINDING OF ACCEPTABLE WAS ACHIEVED.

SECTION I

DETAINEE SERVICES STANDARDS

ADMISSION AND RELEASE

POLICY: ALL DETAINEES WILL BE ADMITTED AND RELEASED IN A MANNER THAT ENSURES THEIR HEALTH, SAFETY, AND WELFARE. THE ADMISSIONS PROCEDURE WILL, AMONG OTHER THINGS INCLUDE: MEDICAL SCREENING; A FILE-BASED ASSESSMENT AND CLASSIFICATION PROCESS; A BODY SEARCH; AND A SEARCH OF PERSONAL BELONGINGS, WHICH WILL BE INVENTORIED, DOCUMENTED, AND SAFEGUARDED AS NECESSARY.

COMPONENTS	ACC	DEF	N/A	REMARKS
In-processing includes an orientation of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DURING BOOK-IN EACH INMATE IS GIVEN AN INMATE HANDBOOK WHICH ADVISES THEM OF ALL INFORMATION OF THE FACILITY. HANDBOOK OUTLINES ALL UNACCEPTABLE BEHAVIOR AND SANCTIONS. - SCHEDULE OF PROGRAMS, SUCH AS VISITATION, TELPHONE USAGE, MAIL SERVICE, RELIGIOUS PROGRAMS, USE OF LAW LIBRARY, AND SICK CALL PROCEDURES.
Medical screenings are performed by medical staff <u>or</u> persons who have received specialized training for the purpose of conducting an initial health screening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ON INITIAL BOOK-IN. NEW DETAINEES ARE GIVEN A MEDICAL SCREENING BY TRAINED STAFF IN THE MEDICAL DEPARTMENT.. THIS INCLUDES BASIC MEDICAL SCREENING AND ALL PREA REQUIREMENTS. INITIAL QUESTIONNAIRE DONE BY MEDICAL ON FIRST ARRIVAL.
All new arrivals are searched in accordance with the "Detainee Search" standard. An officer of the same sex as the detainee conducts the search and the search is conducted in an area that affords as much privacy as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SEARCHES ARE CONDUCTED IN A ROOM THAT AFFORDS PRIVACY TO THE INDIVIDUAL AND ALL SEARCHES ARE CONDUCTED BY INDIVIDUALS OF THE SAME GENDER.
Detainees are stripped searched only when cause has been established and not as routine policy. Non-criminal detainees are not strip-searched but are patted down, unless reasonable suspicion is established.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	VT AGENCY POLICY REQUIRES ALL DETAINEES BE SEARCHED UPON INTAKE.

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COMPONENTS	ACC	DEF	N/A	REMARKS
The "Contraband" standard governs all personal property searches. IGSAs/CDFs use or have a similar contraband standard. Staff prepares a complete inventory of each detainee's possessions. The detainee receives a copy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UPON BOOK-IN ALL DETAINEES ARE ISSUE A PROPERTY INVENTORY SHEET OF ALL PROPERTY TAKEN.. DETAINEES ARE ADVISED OF CONTRABAND STANDARDS AND CONSEQUENCES.
Two officers are present during the processing of detainee funds and valuables during admissions processing to the facility. Both officers verify funds and valuables.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TWO OFFICERS ARE REQUIRED DURING PROCESSING OF FUNDES AND VERIFICATION. THE AREA IS ALSO BEING RECORDED.
Staff completes Form I-387 or similar form for CDFs and IGSAs for every lost or missing property claim. Facilities forward all I-387 claims to ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>I-387 NOT USED.</u> TO REMAIN COMPLIANT WITH THE STANDARD THE VT DEPT. OF CORRECTIONS USES IT'S OWN <u>FORM REPORTING LOST OR MISSING PROPERTY</u> . ANY DISCREPANCIES IN PERSONAL ;PROPERTY ARE IMMEDIATELY FORWARDED TO THE ATTENTION OF ICE-ERO. THERE HAVE BEEN NO REPORTED PERSONAL PROPERTY ISSUES IN LAST YEAR. MOST PROPERTY BY DETAINEES HELD IN LOCKED SAFE/PROPERTY ROOM AT ICE SUB OFFICE.
Detainees are issued appropriate and sufficient clothing and bedding for the climatic conditions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 SETS OF UNIFORMS,UNDERWEAR, SOCKS, BEDDING AND HYGIENE ITEMS UPON INITIAL BOOK-IN

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COMPONENTS	ACC	DEF	N/A	REMARKS
The facility provides and replenishes personal hygiene items as needed. Gender-specific items are available. ICE Detainees are not charged for these items.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALONG WITH ISSUED ITEMS AT BOOK-IN, DETAINEES HAVE OPTIONS TO REPLENISH WHEN NEEDED. GENDER SPECIFIC ITEMS ARE AVAILABLE AND CAN BE ISSUED.
All releases are properly coordinated with ICE using a Form I-203.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL INTAKE AND OUTTAKE -I-203'S ARE KEPT ON FILE BY THE FACILITY ADMIN STAFF. EACH FILE CONTAINS AN INTAKE 203 AND OUTTAKE 203, TO ACCURATELY TRACK BILLING ISSUES.
Staff completes paperwork/forms for release as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AS A FOLLOW-UP TO THE ACCEPTANCE OF ALL ICE -I-203 FORMS, THE FACILITY ALSO ISSUES IT'S OWN INTAKE AND RELEASE FORM. THIS IS OTHERWISE KNOWN AS A "BOOK IN/BOOK OUT SHEET" AND IS A USEFUL SECONDARY TRACKING BACKUP.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

CLASSIFICATION SYSTEM

POLICY: ALL FACILITIES WILL DEVELOP AND IMPLEMENT A SYSTEM ACCORDING TO WHICH ICE DETAINEES ARE CLASSIFIED. THE CLASSIFICATION SYSTEM WILL ENSURE THAT EACH DETAINEE IS PLACED IN THE APPROPRIATE CATEGORY, PHYSICALLY SEPARATED FROM DETAINEES IN OTHER CATEGORIES

COMPONENTS	ACC	DEF	N/A	REMARKS
The facility has a system for separating criminal and non-criminal ICE detainees. Violent offenders are separated from non-violent offenders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	THE FACILITY HAS A 3- TIERED CLASSIFICATION SYSTEM. ICE DETAINEES ARE HOUSED IN SEPARATE FEDERAL UNIT FROM STATE DETAINEES. FACILITY SEPARATES VIOLENT OFFENDERS FROM NON VIOLENT OFFENDERS.
Housing assignments are based on threat level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FACILITY USES THREAT LEVEL CLASSIFICATION SYSTEM TO HOUSE INMATES. THIS INCLUDES DECISION BASED ON CRIMINAL HISTORY, BEHAVIOR, MENTAL HEALTH AND OR MEDICAL CONCERNS.

☒ ACCEPTABLE
☐ DEFICIENT
☐ AT-RISK
☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

DETAINEE HANDBOOK

POLICY: EVERY OIC WILL DEVELOP A SITE-SPECIFIC DETAINEE HANDBOOK TO SERVE AS AN OVERVIEW OF, AND GUIDE TO, THE DETENTION POLICIES, RULES, AND PROCEDURES IN EFFECT AT THE FACILITY. THE HANDBOOK WILL ALSO DESCRIBE THE SERVICES, PROGRAMS, AND OPPORTUNITIES AVAILABLE THROUGH VARIOUS SOURCES, INCLUDING THE FACILITY, ICE, PRIVATE ORGANIZATIONS, ETC. EVERY DETAINEE WILL RECEIVE A COPY OF THIS HANDBOOK UPON ADMISSION TO THE FACILITY.

COMPONENTS	YES	NO	NA	REMARKS
The detainee handbook is written in English and translated into Spanish, or into the next most-prevalent Language(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HANDBOOK IN ENGLISH AND SPANISH. INTERPETER SERVICE AVAILABLE FOR ANY FURTHER CLARIFICATION..ALSO CAN BE INTERPETED TO FRENCH.
The detainee handbook states in clear language the basic detainee responsibilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OUTLINES ALL RULE AND REGULATIONS OF FACILITY AND THE HANDBOOK ISSUED UPON BOOK-IN.
The handbook identifies: <ul style="list-style-type: none"> • Initial issue of clothing and bedding, and personal hygiene items; • When a medical examination will be conducted; • The telephone policy, debit card procedures, direct and free calls, locations of telephones, policy when telephone demand is high, Policy and procedures for emergency phone calls, and the Detainee Message System; • Facility search procedures and contraband policy; and • Facility visiting hours and schedule, and visiting rules and regulations 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL SUCH FACILITY REGULATION AND POLICIES IDENTIFIED, ARE CONTAINED IN THE FACILITY HANDBOOK I.E. MEDCIAL EXAMINATIONS ARE COVERED UNDER SECTION III..

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COMPONENTS	YES	NO	NA	REMARKS
<p>The handbook describes the detainee disciplinary policy and procedures, to include:</p> <ul style="list-style-type: none"> Prohibited acts and severity scale sanctions; Time limits in the Disciplinary Process; Summary of Disciplinary Process; Sick call procedures for general population and segregation; and The rights and responsibilities of all detainees. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>GRIEVANCE PROCESS IS EXPLAINED. FACILITY HANDBOOK OUTLINES ALL DISCIPLINARY PROCEDURES..</p>
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

FOOD SERVICE

POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTRITIOUS AND APPETIZING MEALS, PREPARED IN ACCORDANCE WITH THE HIGHEST SANITARY STANDARDS.

COMPONENTS	YES	NO	NA	REMARKS
Trained staff supervises the food service program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FACILITY COMPLIES WITH ALL VERMONT STATE HEALTH DEPARTMENT STANDARDS. PROGRAM'S OVERSIGHT MANAGED BY FACILITY FOOD MANAGER..
Knife cabinets close with an approved locking device and the on-duty cook foreman maintains control of the key that locks the device.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL SHARP UNTENSILS (KNIVES,ECT) ARE SECURED IN A APPROVED LOCKED DEVICE CABINET. LOCATION UNDER THE FOOD SERVICE MANAGER OR //DESIGNATED OFFICIAL'S CONTROL.
All knives not in a secure cutting room are physically secured to the workstation and staff directly supervises detainees using knives at these workstations. Staff monitor the condition of knives and dining utensils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL SHARPS ARE SECURELY TETHERED TO WORKSTATIONS. THIS IS FACILITY POLICY AND PROCEDURE.
Detainees are served at least three meals daily. No more than 14 hours elapse between the last meal served and the first meal of the following day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SERVED LUNCH-BREAKFAST-DINNER. 12 HR DIFFERENCE BETWEEN DINNER TO BREAKFAST.. DETAINEES GIVEN BAGGED LUNCHES FOR ALL COURT APPEARANCES. *IT SHOULD BE N OTED ICE DETAINEES ARE ALSO GIVEN BAGGED LUNCHES ON DAY OF TRANSFERS TO OTHER ICE FACILITIES.

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COMPONENTS	YES	NO	NA	REMARKS
A registered dietitian conducts a complete nutritional analysis of every master-cycle menu planned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CONTRACTED WITH TRINITY CORP. AS OF 2015..REGISTERED DIETICIAN OVERSEES MENU.
The food service program addresses medical diets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL AND RELIGIOUS DIETS AVAILABLE IN FOOD SERVICE PROGRAM. WRITTEN CONTRACTS ARE COMPLETED WITH DETAINEES REQUESTING SPECIAL FOOD SERVICES OUTSIDE THE COMMON FARE.
Satellite-feeding programs follow guidelines for proper sanitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SANITATION POLICY (IE. GLOVES, HAIRNETS,) IN PLACE FOR ALL ASPECTS OF FOOD SERVICE PROGRAM.
Hot and cold foods are maintained at the prescribed, "safe" temperature(s) after two hours. (140 degrees for hot – 40 degrees for cold)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IN ACCORDANCE WITH THE STATE/ICE DETENTION REGULATIONS,.FOOD SERVICE STAFF AUDITS ALL FOOD TEMPERARTURES WITHIN DETENTION REQUIREMENTS

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COMPONENTS	YES	NO	NA	REMARKS
All meals are provided in nutritionally adequate portions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEALS ARE PROVIDED TO ALL DETAINEES EQUALLY IN ADEQUATE PORTIONS.
Food is not used to punish or reward detainees based upon behavior.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FOOD DEPRIVATION <u>FORBIDDEN</u> AS PART OF ANY DISCIPLINARY ACTIONS.
Standard operating procedures include weekly inspections of all food service areas, including dining and food-preparation areas and equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STAFF CONDUCTS DAILY INSPECTIONS. STATE INSPECTOR OUTSIDE FACILITY CONDUCTS OVERALL INSPECTIONS. OF FOOD PREPARATION AND EQUIPMENT.
Equipment is inspected daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SEE ABOVE.

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COMPONENTS	YES	NO	NA	REMARKS
Procedures include inspecting all incoming food shipments for damage, contamination, and pest infestation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FOOD SERVICE MANAGER RECIEVES AND ACCEPTS ALL FOOD DELIVERIES
Storage areas are locked.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL STORAGE AREAS ARE SECURED AND LOCKED.WITH APPROVED LOCKING DEVICES.

☒ ACCEPTABLE

☐ DEFICIENT

☐ AT-RISK

☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

FUNDS AND PERSONAL PROPERTY

POLICY: ALL FACILITIES WILL IMPLEMENT PROCEDURES TO CONTROL AND SAFEGUARD DETAINEES' PERSONAL PROPERTY. PROCEDURES WILL PROVIDE FOR THE SECURE STORAGE OF FUNDS, VALUABLES, BAGGAGE, AND OTHER PERSONAL PROPERTY; THE DOCUMENTATION AND RECEIPTING OF SURRENDERED PROPERTY; AND THE INITIAL AND REGULARLY SCHEDULED INVENTORYING OF ALL FUNDS, VALUABLES, AND OTHER PROPERTY.

☒ **STANDARD NA: (IGSA ONLY) CHECK THIS BOX IF ALL ICE DETAINEE FUNDS, VALUABLES AND PROPERTY ARE HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.**

COMPONENTS	YES	NO	NA	REMARKS
Detainee funds and valuables are properly separated, stored, and are accessible only by designated supervisor(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees' large valuables are secured in a location accessible to designated supervisor(s) or processing staff only.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)(7)(E) are present during the processing of detainee funds and valuables during in-processing to the facility. (b)(7)(E) verify funds and valuables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff forwards an arriving detainee's medicine to the medical staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Staff searches arriving detainees and their personal property for contraband.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff procedures follow written policy for returning forgotten property to detainees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Property discrepancies are immediately reported to the CDEO or Chief of Security.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CDF/IGSA facility procedures for handling detainee property claims are similar with the ICE standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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☒ ACCEPTABLE

☐ DEFICIENT

☐ AT-RISK

☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

DETAINEE GRIEVANCE PROCEDURES

POLICY: EVERY FACILITY WILL DEVELOP AND IMPLEMENT STANDARD OPERATING PROCEDURES (SOPS) FOR ADDRESSING DETAINEE GRIEVANCES IN TIMELY FASHION. EACH STEP IN THE PROCESS WILL OCCUR WITHIN THE PRESCRIBED TIME FRAME. AMONG OTHER THINGS, A GRIEVANCE WILL BE PROCESSED, INVESTIGATED, AND DECIDED (SUBJECT TO APPEAL) IN ACCORDANCE WITH THE SOPS; A GRIEVANCE COMMITTEE WILL CONVENE AS PROVIDED IN THE SOPS. STANDARD PROCEDURE WILL INCLUDE PROVIDING THE DETAINEE WITH A WRITTEN RESPONSE TO ANY FORMAL GRIEVANCE, WHICH WILL INCLUDE THE BASIS FOR THE DECISION. THE FACILITY WILL ALSO ESTABLISH STANDARD PROCEDURES FOR HANDLING EMERGENCY GRIEVANCES. ALL GRIEVANCES WILL RECEIVE SUPERVISORY REVIEW. REPRISAL AGAINST THE FILER OF A GRIEVANCE WILL NOT BE TOLERATED.

COMPONENTS	YES	NO	NA	REMARKS
Every member of the staff knows how to identify emergency grievances, including the procedures for expediting them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DETAINEES RECEIVE RESPONSE TO GRIEVANCES WITHIN AN 8 HOUR WINDOW. GRIEVANCE PROCEDURES PART OF ALL STAFF TRAINING. UPDATES ARE GIVEN TO ALL STAFF MEMBERS..
There are documented or substantiated cases of staff harassing, disciplining, penalizing, or otherwise retaliating against a detainee who lodged a complaint. • If yes, explain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NO REPORTED or DOCUMENTED CASE IN PAST YEAR.
Procedures include maintaining a Detainee Grievance Log. • If not, an alternative acceptable record keeping system is maintained. • "Nuisance complaints" are identified in the records. • For quality control purposes, staff document nuisance complaints received but not filed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A GRIEVANCE LOG IS MAINTAINED ON COMPUTER IN THE FACILITY. EACH GRIEVANCE IS ALSO FORWARDED TO VT DOC CENTRAL OFFICE

DETAINEE GRIEVANCE PROCEDURES

POLICY: EVERY FACILITY WILL DEVELOP AND IMPLEMENT STANDARD OPERATING PROCEDURES (SOPS) FOR ADDRESSING DETAINEE GRIEVANCES IN TIMELY FASHION. EACH STEP IN THE PROCESS WILL OCCUR WITHIN THE PRESCRIBED TIME FRAME. AMONG OTHER THINGS, A GRIEVANCE WILL BE PROCESSED, INVESTIGATED, AND DECIDED (SUBJECT TO APPEAL) IN ACCORDANCE WITH THE SOPS; A GRIEVANCE COMMITTEE WILL CONVENE AS PROVIDED IN THE SOPS. STANDARD PROCEDURE WILL INCLUDE PROVIDING THE DETAINEE WITH A WRITTEN RESPONSE TO ANY FORMAL GRIEVANCE, WHICH WILL INCLUDE THE BASIS FOR THE DECISION. THE FACILITY WILL ALSO ESTABLISH STANDARD PROCEDURES FOR HANDLING EMERGENCY GRIEVANCES. ALL GRIEVANCES WILL RECEIVE SUPERVISORY REVIEW. REPRISAL AGAINST THE FILER OF A GRIEVANCE WILL NOT BE TOLERATED.

COMPONENTS	YES	NO	NA	REMARKS
Staff is required to forward any grievance that includes officer misconduct to a higher official or, in a CDF/IGSA facility, to ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GRIEVANCES FORWARDED TO HIGHER OFFICIALS PER POLICY. SHIFT SUPERVISOR RESPONSIBLE FOR FORWARDING TO ADMINISTRATION. IF ICE DETAINEE, GRIEVANCE FORWARDED TO ICE SUB-OFFICE.

☒ ACCEPTABLE

☐ DEFICIENT

☐ AT-RISK

☐ REPEAT FINDING

REMARKS: AS OF DATE OF INSPECTION THERE HAVE BEEN NO GRIEVANCES FORWARDED TO ICE OFFICIALS REGARDING ICE DETAINEES.

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

ISSUANCE AND EXCHANGE OF CLOTHING, BEDDING, AND TOWELS

POLICY: ICE REQUIRES THAT ALL FACILITIES HOUSING ICE DETAINEES PROVIDE CLEAN CLOTHING, BEDDING, LINENS, AND TOWELS TO EVERY ICE DETAINEE UPON ARRIVAL. FURTHER, FACILITIES SHALL PROVIDE ICE DETAINEES WITH REGULAR EXCHANGES OF CLOTHING, LINENS, AND TOWELS FOR AS LONG AS THEY REMAIN IN DETENTION.

COMPONENTS	YES	NO	NA	REMARKS
All new detainees are issued clean, temperature-appropriate, presentable clothing during in-processing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IN COMPLIANCE WITH SEASONAL CHANGES AT INTAKE (SWEATSHIRTS ETC.). 3 SETS OF SOCKS ISSUED AND CAN BE EXCHANGED 3 TIMES A WEEK. JACKET, GLOVES, CAP AND LONG UNDERWEAR ISSUED DURING WINTER MONTHS
New detainees are issued clean bedding, linens, and a towel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AT INTAKE DETAINEES ISSUED CLEAN LINEN AND TOWELS. REPLACED AS NEEDED. ADDITIONAL BLANKETS ISSUED AS DICTATED BY WEATHER CONDITIONS.

☒ ACCEPTABLE
☐ DEFICIENT
☐ AT-RISK
☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

RELIGIOUS PRACTICES

POLICY: FACILITIES WILL PROVIDE ICE DETAINEES OF ALL FAITHS WITH REASONABLE AND EQUITABLE OPPORTUNITIES TO PARTICIPATE IN THE PRACTICES OF THEIR FAITH, LIMITED ONLY BY THE CONSTRAINTS OF SAFETY, SECURITY, THE ORDERLY OPERATIONS OF THE FACILITY AND BUDGETARY CONSIDERATIONS.

COMPONENTS	YES	NO	NA	REMARKS
Detainees are allowed to engage in religious services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FOUND IN DOC POLICY 400.31 AND OUTLINED IN HANDBOOK. RELIGIOUS SERVICES ALLOWED FOR ALL DETAINEES. CALENDAR OF ACTIVITIES POSTED BY VISITORS ROOM. (CATHOLIC, JEHOVAH'S WITNESS, ECT.). SERVICES CONDUCTED IN VISITOR, DINING ROOM, OR CONFERENCE ROOMS.
The facility allows detainees to observe the major "holy days" of their religious faith.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL MAJOR RELIGIOUS HOLIDAYS ALLOWED UNDER FACILITY POLICY.
Each detainee is allowed religious items in his/her immediate possession.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DETAINEES ALLOWED RELIGIOUS ITEMS (BIBLE, ROSARY, ECT.) PER POLICY

☒ ACCEPTABLE
☐ DEFICIENT
☐ AT-RISK
☐ REPEAT FINDING

REMARKS: CATHOLIC COUNSELING SERVICES AND JEHOVAH'S WITNESS BIBLE STUDIES ARE ON SCHEDULE OUTSIDE OF VISITOR ROOM. VOLUNTEERS GO THROUGH TRAINING COURSE AND ARE PREA CERTIFIED PRIOR TO CONDUCTING SERVICES OR STUDIES.

(b)(6),(b)(7)(C)

Objective

AUDITOR'S SIGNATURE / DATE

DETAINEE TELEPHONE ACCESS

POLICY: ALL FACILITIES HOUSING ICE DETAINEES WILL PERMIT DETAINEES' REASONABLE AND EQUITABLE ACCESS TO TELEPHONES.

COMPONENTS	YES	NO	NA	REMARKS
Detainees are allowed access to telephones during established facility waking hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL DETAINEES ARE ALLOWED ACCESS TO TELEPHONE IN ACCORDANCE WITH FACILITY POLICY.
Upon admittance, detainees are made aware of the facility's telephone access policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AS WELL AS VERBAL EXPLANATION AT INTAKE. TELEPHONE POLICY IS LOCATED IN THE DETAINEE HANDBOOK POSTED IN THE HOUSING UNITS.
Detainees are afforded a <i>reasonable degree of privacy</i> for legal phone calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	THERE IS A SECURE VISITOR AREA THAT GIVES DETAINEES LEGAL PRIVACY WITH THEIR LEGAL REPRESENTATIVE.. THIS AREA IS MANAGED BY STAFF BUT NOT ABLE TO BE MONITORED TO RESPECT THE PRIVACY.
Emergency phone call messages are immediately given to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EMERGENCY PHONE CALLS ARE IMMEDIATELY FORWARDED TO ALL "STATE" AND "ICE" DETAINEES PER POLICY.

DETAINEE TELEPHONE ACCESS

POLICY: ALL FACILITIES HOUSING ICE DETAINEES WILL PERMIT DETAINEES' REASONABLE AND EQUITABLE ACCESS TO TELEPHONES.

COMPONENTS	YES	NO	NA	REMARKS
Detainees are allowed to return emergency phone calls as soon as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POLICY AFFORDS CALLS FOR EMERGENCY PURPOSES.
Detainees in disciplinary segregation are allowed phone calls to consular/embassy officials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CONSULATE AND LEGAL PHONE CALLS ALLOWED PER HANDBOOK. DETAINEE GIVEN LIST OF CONSULATES AND LEGAL SERVICES BY ICE.
The OIG phone number for reporting abuse is programmed into the detainee phone system and the phone number was checked by the inspector during the review.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NOTIFY ICE OFFICE WHICH PROVIDES AVENUE OF PHONE CALL TO REPORT SUCH PHONE CALL BY ICE POLICY AND PROCEDURE.
Detainees in disciplinary segregation are allowed phone calls for family emergencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PER POLICY DETAINEES ARE ALLOWED SUCH PHONE CALLS.. THESE CALLS ARE MADE WITH A HIGHER DEGREE OF SECURITY. FOR EXAMPLE, IN GENERAL POPULATION DETAINEES HAVE ACCESS TO DAYROOM PHONE AREA..SEGREGATION DETAINEES WILL REQUEST ACCESS TO PHONE IN SEGREGATION AREA..

DETAINEE TELEPHONE ACCESS

POLICY: ALL FACILITIES HOUSING ICE DETAINEES WILL PERMIT DETAINEES' REASONABLE AND EQUITABLE ACCESS TO TELEPHONES.

COMPONENTS	YES	NO	NA	REMARKS
Detainees in administrative segregation and protective custody are afforded the same telephone privileges as detainees in general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AS STATED BY FACILITY POLICY AND WITHIN SAME REQUEST REQUIREMENTS IN SEGREGATION AREA.
When detainee phone calls are monitored, notification is posted by detainee telephones that phone calls made by the detainees may be monitored. Special Access calls are not monitored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PHONE SYSTEM IS DESIGNED WITH AUDIBLE WARNING, ALERTING SUBJECT OF PHONE MONITORING.. SPECIAL ACCESS CALLS ARE MADE ON SPECIAL PHONES.

☒ ACCEPTABLE
 ☐ DEFICIENT
 ☐ AT-RISK
 ☐ REPEAT FINDING

REMARKS: JAIL PHONE NOT ABLE TO BE PROGRAMMED. FACILITY NOTIFIES ICE OFFICE WHICH PROVIDES AVENUE OF PHONE CALL TO REPORT SUCH PHONE CALL BY ICE POLICY AND PROCEDURE.

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

VISITATION

POLICY: ICE SHALL PERMIT DETAINEES TO VISIT WITH FAMILY, FRIENDS, LEGAL REPRESENTATIVES, SPECIAL INTEREST GROUPS, AND THE NEWS MEDIA.

COMPONENTS	YES	NO	NA	REMARKS
There is a written visitation schedule and hours for general visitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OUTLINE IN FACILITY POLICY 300.54. VISITATION PROCEDURE IS OUTLINED TO DETAINEES IN THE DETENTION HANDBOOK
The visitation schedule and rules are available to the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	THIS IS LOCATED ON THE VERMONT DEPARTMENT OF CORRECTIONS WEBSITE.
A general visitation log is maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	THIS IS LOCATED IN THE FRONT ENTRANCE LOBBY AREA OF THE FACILITY. ALL VISITORS INCLUDING ICE ARE REQUIRED TO LOG IN AT TIME OF ENTRY. NAME ,AGENCY,SIGNATURE, TIME IN/OUT, AND PURPOSE OF VISIT ARE REQUIRED. VISITOR PASSES ARE HANDED OUT.
Visitors are searched and identified according to standard requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	METAL DETECTOR PROCESS AND SEARCH OF ALL ITEMS ARE REQUIRED PRIOR TO ACCESS TO THE FACILITY.

☒ ACCEPTABLE
☐ DEFICIENT
☐ AT-RISK
☐ REPEAT FINDING

REMARKS:

(b)(6);(b)(7)(C)



AUDITOR'S SIGNATURE / DATE

SECTION II

HEALTH SERVICES STANDARDS

ACCESS TO MEDICAL CARE

POLICY: EVERY FACILITY WILL ESTABLISH AND MAINTAIN AN ACCREDITED/ACCREDITATION-WORTHY HEALTH PROGRAM FOR THE GENERAL WELL-BEING OF ICE DETAINEES.

COMPONENTS	YES	NO	NA	REMARKS
Facilities operate a health care facility in compliance with state and local laws and guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NORTHWEST STATE CURRENTLY ACCREDITED WITH NATIONAL COMMISSION ON CORRECTIONAL HEALTH CARE.. OPERATES WITHIN VT STATE DOC GUIDLINES
The facility's in-processing procedures for arriving detainees include medical screening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL SCREENING DONE AT INTAKE. <u>INCLUDES TB TESTING, PREA SCREENING</u> , ETC. RESCREENING EXPECTED UPON TRANSFER TO ANOTHER FACILITY. PHARMACEUTICALS (MEDICINES) TRANSFERRED IF NECESSARY.
All detainees have access to and receive medical care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PER FACILITY POLICY. SICK CALL REQUEST FORMS USED FOR ALL MEDICAL,DENTAL, OR MENTAL HEALTH NEEDS.. MEDICAL STAFF ON SITE 24 HOURS A DAY.
Pharmaceuticals are stored in a secure area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PHARMACEUTICALS (MEDICINES) LOCKED IN SECURE AREA AND OVERSIGHT BY FACILITY NURSE. WHILE IN USE THEY ARE STORED IN LOCKED MEDICAL CARTS AND RETURNED TO THAT SAME SECURE AREA.

ACCESS TO MEDICAL CARE

POLICY: EVERY FACILITY WILL ESTABLISH AND MAINTAIN AN ACCREDITED/ACCREDITATION-WORTHY HEALTH PROGRAM FOR THE GENERAL WELL-BEING OF ICE DETAINEES.

Medical screening includes a Tuberculosis (TB) test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AT INTAKE AS PART OF INITIAL MEDICAL SCREENING. ALL SUSPECTED CASES WOULD BE HOUSED IN ISOLATION ROOM UNTIL X-RAY REVIEW. TB TESTS RECORDED ON MEDICAL REPORT SHEET RECORD. SAME SCREENING RECORD GIVEN TO OFFICERS UPON TRANSFER TO NEW ICE FACILITY.
Detainees in the Special Management Unit have access to health care services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PER FACILITY POLICY. ALL DETAINEES HAVE ACCESS TO MEDICAL SERVICES.. SICK CALL REQUEST FORMS CAN BE ACCESSED FROM NURSE DURING SEGREGATION VISITS EVERY SHIFT.
The facility has a written plan for the delivery of 24-hour emergency health care when no medical personnel are on duty at the facility, or when immediate outside medical attention is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL STAFF ON SITE 24/7. WRITTEN PLAN IN PLACE FOR ALL MEDICAL ATTENTION THAT MIGHT REQUIRE HOSPITAL SERVICES. POLICY AND PROCEDURE AS EVIDENCED IN FACILITY POLICY. EMERGENCY RESPONSE SYSTEM POSTED IN MEDICAL OFFICE AND MASTER CONTROL ROOM.
Detention staff is trained to respond to health-related emergencies within a 4-minute response time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL STAFF ONSITE 24/7 AND TRAINED TO RESPOND TO ALL MEDICAL EMERGENCIES..MEDICAL STAFF CERTIFIED IN CPR AND AED. ALL AREAS OF FACILITY CAN BE ACCESSED WITHIN 4 MINUTE WINDOW.

ACCESS TO MEDICAL CARE

POLICY: EVERY FACILITY WILL ESTABLISH AND MAINTAIN AN ACCREDITED/ACCREDITATION-WORTHY HEALTH PROGRAM FOR THE GENERAL WELL-BEING OF ICE DETAINEES.

Where staff is used to distribute medication, a health care provider properly trains these officers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CORRECTIONAL OFFICERS DO NOT ISSUE MEDICATION. MEDICAL STAFF ON SITE 24/7
The medical unit keeps written records of medication that is distributed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TRANSCRIBED ON A MEDICAL ADMINISTRATIVE RECORD (MAR) PER STANDARD MEDICAL PROCEDURE. RECORDS AVAILABLE FOR REVIEW. ADMINISTERED OR REFUSED MEDICINES DOCUMENTED ON THE MAR.
Detainees are required to sign a refusal to consent form when medical treatment is refused.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DETAINEE WHO REFUSES TREATMENT MUST SIGN A WAIVER FORM PER POLICY. DOCUMENTED BY MEDICAL STAFF.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

(b)(6),(b)(7)(C)

SUICIDE PREVENTION AND INTERVENTION

POLICY: AEL DETENTION STAFF WORKING WITH ICE-DETAINEES WILL BE TRAINED TO RECOGNIZE SUICIDE-RISK INDICATORS. STAFF WILL HANDLE POTENTIALLY SUICIDAL INDIVIDUALS WITH SENSITIVITY, SUPERVISION, AND REFERRALS. A CLINICALLY SUICIDAL DETAINEE WILL RECEIVE PREVENTIVE SUPERVISION AND TREATMENT.

COMPONENTS	YES	NO	NA	REMARKS
Every new staff member receives suicide-prevention training. Suicide-prevention training occurs during the employee orientation program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UPON INITIAL EMPLOYMENT AND QUARTERLY THEREAFTER. TRAINING INCLUDES RECOGNITION OF SIGNS, REFERRAL PROCESS, PREVENTION TECHNIQUES AND ANY MONITORING PROCESSES.
Training prepares staff to: <ul style="list-style-type: none"> Recognize potentially suicidal behavior; Refer potentially suicidal detainees, following facility procedures; and Understand and apply suicide-prevention techniques. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COVERED UNDER INITIAL AND QUARTERLY REFRESHER TRAINING.

☒ ACCEPTABLE
☐ DEFICIENT
☐ AT-RISK
☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

SECTION III

SECURITY AND CONTROL STANDARDS

CONTRABAND

POLICY: ALL DETENTION FACILITIES WILL ENSURE THE PROPER HANDLING AND DISPOSAL OF ALL CONTRABAND. DOCUMENTATION OF CONTRABAND DESTRUCTION IS REQUIRED.

COMPONENTS	YES	NO	NA	REMARKS
The facility follows a written procedure for handling illegal contraband. Staff inventory, hold, and report it when necessary to the proper authority for action/possible seizure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CONTRABAND IS LOGGED AND SECURED, AND REPORT MADE.. RETAINED AS EVIDENCE FOR POSSIBLE DISCIPLINARY AND CRIMINAL ACTION.
Upon admittance, detainees receive notice of items they can and cannot possess.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OUTLINED IN THE DETAINEE HANDBOOK GIVEN AT BOOK-IN.

☒ ACCEPTABLE
☐ DEFICIENT
☐ AT-RISK
☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

DETENTION FILES

POLICY: EVERY FACILITY WILL CREATE A DETENTION FILE FOR EVERY ICE DETAINEE BOOKED INTO THE FACILITY, EXCLUDING ONLY DETAINEES SCHEDULED TO DEPART WITHIN 24 HOURS. THE DETENTION FILE WILL CONTAIN COPIES AND, IN SOME CASES, THE ORIGINAL OF SPECIFIED DOCUMENTS CONCERNING THE DETAINEE'S STAY IN THE FACILITY: CLASSIFICATION SHEET, MEDICAL QUESTIONNAIRE, PROPERTY INVENTORY SHEET, DISCIPLINARY DOCUMENTS, ETC.

COMPONENTS	YES	NO	NA	REMARKS
A detention file is created for every new arrival whose stay will exceed 24 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DETENTION FILES ARE REQUIRED. FILES LOCATED IN INTAKE. FILES SECURED IN LOCKED CABINET.
The detainee detention file contains either originals or copies of documentation and forms generated during the admissions process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CONTAINS ALL INFORMATION GENERATED AT INTAKE. (I-203'S, USM-415, BOOK IN/OUT FACILITY FORMS, ECT.)
The detainee's detention file also contains documents generated during the detainee's custody. <ul style="list-style-type: none"> • Special requests • Any G-589s and/or I-77s closed-out during the detainee's stay • Disciplinary forms/Segregation forms • Grievances, complaints, and the disposition(s) of same 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CONTAINS ALL DOCUMENTS. ICE 589S/I77S KEPT WITH ICE DETAINEE. JAIL PROPERTY FORMS KEPT AND CLOSED OUT WITH FACILITY..
The detention files are located and maintained in a secure area. If not, the cabinets are lockable and distribution of the keys is limited to supervisors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PLACED IN APPROVED SECURE LOCKING CABINET. LOCATED IN INTAKE.. MANNED 24/7.

DETENTION FILES

POLICY: EVERY FACILITY WILL CREATE A DETENTION FILE FOR EVERY ICE DETAINEE BOOKED INTO THE FACILITY, EXCLUDING ONLY DETAINEES SCHEDULED TO DEPART WITHIN 24 HOURS. THE DETENTION FILE WILL CONTAIN COPIES AND, IN SOME CASES, THE ORIGINAL OF SPECIFIED DOCUMENTS CONCERNING THE DETAINEE'S STAY IN THE FACILITY: CLASSIFICATION SHEET, MEDICAL QUESTIONNAIRE, PROPERTY INVENTORY SHEET, DISCIPLINARY DOCUMENTS, ETC.

COMPONENTS	YES	NO	NA	REMARKS
The detention file remains active during the detainee's stay. When the detainee is released from the facility, staff adds copies of completed release documents, the original closed-out receipts for property and valuables, the original I-385 or equivalent, and other documentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DETENTION FILE IS NOTE AND MARKED "INACTIVE". COMPLETE RECORDS HELD WITH ADMINISTRATION PER POLICY
The officer closing the detention file makes a notation that the file is complete and ready to be archived.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MARKED "INACTIVE" KEPT IN ADMINISTRATION AND AVAILABLE PER ICE REQUEST..
Staff makes copies and sends documents from the file when properly requested by supervisory personnel at the receiving facility or office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE GIVEN ALL DETENTION DOCUMENTS AS REQUESTED.
Appropriate staff has access to the detention files, and other departmental requests are accommodated by making a request for the file. Each file is properly logged out and in by a representative of the responsible department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WRITTEN AND VERBAL REQUEST OVERSIGHT BY RECORDS OFFICER.. DESIGNATED RECORDS OFFICER WITHIN FACILITY.

☒ ACCEPTABLE
☐ DEFICIENT
☐ AT-RISK
☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

DISCIPLINARY POLICY

POLICY: ALL FACILITIES HOUSING ICE DETAINEES ARE AUTHORIZED TO IMPOSE DISCIPLINE ON DETAINEES WHOSE BEHAVIOR IS NOT IN COMPLIANCE WITH FACILITY RULES AND REGULATIONS.

COMPONENTS	YES	NO	NA	REMARKS
The facility has a written disciplinary system using progressive levels of reviews and appeals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VT DEPARTMENT OF CORRECTIONS HAS A WRITTEN DISCIPLINARY POLICY(VT300.57). IT DETAILS ALL LEVELS OF DISCIPLINARY ACTION.
The facility rules state that disciplinary action shall not be capricious or retaliatory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	THIS IS FORBIDDEN. OUTLINED IN VT DEPARTMENT OF CORRECTION DISCIPLINARY PROCEDURE.
Written rules prohibit staff from imposing or permitting the following sanctions: <ul style="list-style-type: none"> • corporal punishment • deviations from normal food service • clothing deprivation • bedding deprivation • denial of personal hygiene items • loss of correspondence privileges • deprivation of physical exercise 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL SANCTIONS LISTED ARE PROHIBITED PER VT DEPARTMENT OF CORRECTION WRITTEN POLICY.
The rules of conduct, sanctions, and procedures for violations are defined in writing and communicated to all detainees verbally and in writing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OUTLINED IN HANDBOOK ISSUED TO DETAINEE UPON INTAKE AND LOCATED IN LEGAL AREA IN FACILITY.

DISCIPLINARY POLICY

POLICY: ALL FACILITIES HOUSING ICE DETAINEES ARE AUTHORIZED TO IMPOSE DISCIPLINE ON DETAINEES WHOSE BEHAVIOR IS NOT IN COMPLIANCE WITH FACILITY RULES AND REGULATIONS.

COMPONENTS	YES	NO	NA	REMARKS
The following items are conspicuously posted in Spanish and English, and other dominate languages used in the facility: <ul style="list-style-type: none"> Rights and Responsibilities Prohibited Acts Disciplinary Severity Scale Sanctions 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POSTED IN ENGLISH PER JAIL POLICY. INTERPETER SERVICE AVAILABLE FOR ALL LANGUAGES AS REQUIRED. ICE HANDBOOK OFFERED IN BOTH ENGLISH, SPANISH, AND FRENCH LANGUAGE.
When minor rule violations or prohibited acts occur, informal resolutions are encouraged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MINOR VIOLATION ARE RESOLVED AT THE LOWEST LEVEL IF POSSIBLE.

☒ ACCEPTABLE
 ☐ DEFICIENT
 ☐ AT-RISK
 ☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

EMERGENCY (CONTINGENCY) PLANS

POLICY ALL FACILITIES HOLDING ICE DETAINEES WILL RESPOND TO EMERGENCIES WITH A PREDETERMINED STANDARDIZED PLAN TO MINIMIZE THE HARMING OF HUMAN LIFE AND THE DESTRUCTION OF PROPERTY. IT IS RECOMMENDED THAT SPCs AND CDFs ENTER INTO AGREEMENT, VIA MEMORANDUM OF UNDERSTANDING (MOU), WITH FEDERAL, LOCAL AND STATE AGENCIES TO ASSIST IN TIMES OF EMERGENCY.

COMPONENTS	YES	NO	NA	REMARKS
Policy precludes detainees or detainee groups from exercising control or authority over other detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PER FACILITY POLICY. ANY VIOLATIONS REPORTED.
Detainees are protected from: <ul style="list-style-type: none"> • Personal abuse • Corporal punishment • Personal injury • Disease • Property damage • Harassment from other detainees 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROHIBITED PER VT DOC POLICY
Written procedures cover: <ul style="list-style-type: none"> • Work/Food Strike • Disturbances • Escapes • Bomb Threats • Adverse Weather • Facility Evacuation • Internal Hostages 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WRITTEN IN STANDARD OPERATING PROCEDURES OF FACILITY AND VT DEPARTMENT OF CORRECTION POLICY. HUNGER STRIKES REPORTED TO MEDICAL AFTER 3 MISSED MEALS.

☒ ACCEPTABLE
☐ DEFICIENT
☐ AT-RISK
☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

ENVIRONMENTAL HEALTH AND SAFETY

POLICY: EVERY FACILITY WILL CONTROL FLAMMABLE, TOXIC, AND CAUSTIC MATERIALS THROUGH A HAZARDOUS MATERIALS PROGRAM. THE PROGRAM WILL INCLUDE, AMONG OTHER THINGS, THE IDENTIFICATION AND LABELING OF HAZARDOUS MATERIALS IN ACCORDANCE WITH APPLICABLE STANDARDS (E.G., NATIONAL FIRE PROTECTION ASSOCIATION [NFPA]); IDENTIFICATION OF INCOMPATIBLE MATERIALS, AND SAFE-HANDLING PROCEDURES

COMPONENTS	YES	NO	NA	REMARKS
The facility has a system for storing, issuing, and maintaining inventories of hazardous materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VT DEPARTMENT OF CORRECTIONS HAS WRITTEN HAZ-MAT POLICY THAT INSTRUCTS JAIL IN PROPER STORAGE, ISSUANCE, AND MAINTAINING OF HAZARDOUS ITEMS.
Constant inventories are maintained for all flammable, toxic, and caustic substances used/stored in each section of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IN COMPLIANCE WITH HAZ-MAT POLICY. ALL ITEMS ARE LOGGED.
The manufacturer's Material Safety Data Sheet (MSDS) file is up-to-date for every hazardous substance used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FACILITY FIRE SAFETY INSPECTOR HAS THIS RECORDED ON FILE ON COMPUTER..
All personnel using flammable, toxic, and/or caustic substances follow the prescribed procedures. They: <ul style="list-style-type: none"> Wear personal protective equipment; and Report hazards and spills to the designated official. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MASKS AND PROTECTIVE EQUIPMENT AVAILABLE. REQUIRED UNDER VT DEPARTMENT OF CORRECTIONS HAZ-MAT AND OSHA POLICY AND PROCEDURE.

ENVIRONMENTAL HEALTH AND SAFETY

POLICY: EVERY FACILITY WILL CONTROL FLAMMABLE, TOXIC, AND CAUSTIC MATERIALS THROUGH A HAZARDOUS MATERIALS PROGRAM. THE PROGRAM WILL INCLUDE, AMONG OTHER THINGS, THE IDENTIFICATION AND LABELING OF HAZARDOUS MATERIALS IN ACCORDANCE WITH APPLICABLE STANDARDS (E.G., NATIONAL FIRE PROTECTION ASSOCIATION [NFPA]); IDENTIFICATION OF INCOMPATIBLE MATERIALS, AND SAFE-HANDLING PROCEDURES

COMPONENTS	YES	NO	NA	REMARKS
The MSDSs are readily accessible to staff and detainees in work areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(MSDS) SHEETS LOCATED IN ALL WORK AND CLEANING AREAS OF THE FACILITY. UPDATED AS NEEDED.
Hazardous materials are always issued under proper supervision. <ul style="list-style-type: none"> Quantities are limited; and Staff always supervises detainees using these substances. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OVERSEEN BY CORRECTION STAFF AND UNDER SUPERVISION OF STAFF. ANY WORK (I.E. LAUNDRY ETC.) OVERSEEN BY CREW SUPERVISOR.
The facility has sufficient ventilation, and provides and ensures clean air exchanges throughout all buildings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AIR EXCHANGERS IN USE BY FACILITY AND MAINTAINED BY ONSITE STATE BUILDING CONTRACTORS. FACILITY IS CLIMATE CONTROLLED.
Vents return vents, and air conditioning ducts are not blocked or obstructed in cells or anywhere in the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NO VISIBLE DEFECTS UPON DATE OF INSPECTION AND NO REPORTED DEFECTS TO FACILITY STAFF.

ENVIRONMENTAL HEALTH AND SAFETY

POLICY: EVERY FACILITY WILL CONTROL FLAMMABLE, TOXIC, AND CAUSTIC MATERIALS THROUGH A HAZARDOUS MATERIALS PROGRAM. THE PROGRAM WILL INCLUDE, AMONG OTHER THINGS, THE IDENTIFICATION AND LABELING OF HAZARDOUS MATERIALS IN ACCORDANCE WITH APPLICABLE STANDARDS (E.G., NATIONAL FIRE PROTECTION ASSOCIATION [NFPA]); IDENTIFICATION OF INCOMPATIBLE MATERIALS, AND SAFE-HANDLING PROCEDURES

COMPONENTS	YES	NO	NA	REMARKS
Living units are maintained at appropriate temperatures in accordance with industry standards. (68 to 74 degrees in the winter and 72 to 78 degrees in the summer.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CLIMATE CONTROLLED FACILITY. LIVING UNITS ARE SET AT APPROPRIATE SPECIFICATIONS PER INDUSTRY STANDARDS.
Shower and sink water temperatures do not exceed the industry standard of 120 degrees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PER POLICY AND PROCEDURE TEMPERATURES DON'T EXCEED THE INDUSTRY STANDARD 120 DEGREES.
Staff directly supervise and account for products with methyl alcohol. Staff receives a list of products containing diluted methyl alcohol, e.g., shoe dye. All such products are clearly labeled. "Accountability" includes issuing such products to detainees in the smallest workable quantities.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>NO PRODUCTS FOUND CONTAINING METHYL ALCOHOL AT TIME OF INSPECTION.</u>
A technically qualified officer conducts the fire and safety inspections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	THESE INSPECTIONS ARE DONE BY FACILITY TRAINED OFFICER THIS INDIVIDUAL IS RECCERTIFIED ANNUALLY.

ENVIRONMENTAL HEALTH AND SAFETY

POLICY: EVERY FACILITY WILL CONTROL FLAMMABLE, TOXIC, AND CAUSTIC MATERIALS THROUGH A HAZARDOUS MATERIALS PROGRAM. THE PROGRAM WILL INCLUDE, AMONG OTHER THINGS, THE IDENTIFICATION AND LABELING OF HAZARDOUS MATERIALS IN ACCORDANCE WITH APPLICABLE STANDARDS (E.G., NATIONAL FIRE PROTECTION ASSOCIATION [NFPA]); IDENTIFICATION OF INCOMPATIBLE MATERIALS, AND SAFE-HANDLING PROCEDURES

COMPONENTS	YES	NO	NA	REMARKS
The facility has an approved fire prevention, control, and evacuation plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PER STATE LAW AND FACILITY POLICY. EMERGENCY PLANS POSTED IN ALL LIVING AREAS.. INSPECTED BY STATE FIRE MARSHAL AND NOTATED IN INSPECTION.
The plan requires: <ul style="list-style-type: none"> • Monthly fire inspections; • Fire protection equipment strategically located throughout the facility; • Public posting of emergency plans with accessible building/room floor plans; • Exit signs and directional arrows; and • An area-specific exit diagram conspicuously posted in the diagrammed area. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FLOOR PLANS POSTED IN VISIBLE AREAS. FIRE INSPECTION CONDUCTED AND RECORDS KEPT IN ADMIN. ALL EMERGENCY EXIT SIGNS AT TIME OF INSPECTION WORKING AND OPERATIONAL.
Written procedures regulate the handling and disposal of used needles and other sharp objects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	REGULATED PER POLICY. "SHARP" CONTAINERS USED AND SECURED.

ENVIRONMENTAL HEALTH AND SAFETY

POLICY: EVERY FACILITY WILL CONTROL FLAMMABLE, TOXIC, AND CAUSTIC MATERIALS THROUGH A HAZARDOUS MATERIALS PROGRAM. THE PROGRAM WILL INCLUDE, AMONG OTHER THINGS, THE IDENTIFICATION AND LABELING OF HAZARDOUS MATERIALS IN ACCORDANCE WITH APPLICABLE STANDARDS (E.G., NATIONAL FIRE PROTECTION ASSOCIATION [NFPA]); IDENTIFICATION OF INCOMPATIBLE MATERIALS, AND SAFE-HANDLING PROCEDURES

COMPONENTS	YES	NO	NA	REMARKS
Standard cleaning practices include: <ul style="list-style-type: none"> Using specified equipment; cleansers; disinfectants and detergents. An established schedule of cleaning and follow-up inspections. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SPECIFIC CLEANING EQUIPMENT/CLEANSERS UNDER CONTROL OF FACILITY STAFF /CLEANING SCHEDULES ISSUED BY FACILITY STAFF. UNITS USUALLY CLEANED BY 9:00AM DAILY AS FOUND DURING INSPECTION.
A licensed/Certified/Trained pest-control professional inspects for rodents, insects, and vermin. <ul style="list-style-type: none"> At least monthly. The pest-control program includes preventative spraying for indigenous insects. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UNDER SUPERVISION OF VT STATE CORRECTIONS WHO USE OUTSIDE CONTRACT COMPANY.

☒ ACCEPTABLE
☐ DEFICIENT
☐ A1-RISK
☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

HOLD ROOMS IN DETENTION FACILITIES

POLICY: HOLD ROOMS WILL BE USED ONLY FOR TEMPORARY DETENTION OF DETAINEES AWAITING REMOVAL, TRANSFER, EOIR HEARINGS, MEDICAL TREATMENT, INTRA-FACILITY MOVEMENT, OR OTHER PROCESSING INTO OR OUT OF THE FACILITY.

COMPONENTS	YES	NO	NA	REMARKS
The hold rooms are situated within the secure perimeter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LOCATED IN THE INTAKE/BOOKING AREA.
The hold rooms are well ventilated well lighted, and all activating switches are located outside the room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UNDER SUPERVISION OF BOOKING/INTAKE OFFCER 24/7. CLIMATE CONTROLLED HVAC SYSTEM IN FACILITY. LIGHTING SWITCHES ARE LOCATED OUTSIDE CELLS.
The hold rooms contain sufficient seating for the number of detainees held.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 HOLD AREAS PROVIDE SUFFICIENT SEATING FOR DETAINEES. DETAINEES ARE HELD IN HOLD ROOMS WITH DOUBLE BUNKS AND TOILET UNITS.
The walls and ceilings of the hold rooms are tamper and escape proof.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TAMPER AND ESCAPE PROOF PER FACILITY CONSTRUCTION..

HOLD ROOMS IN DETENTION FACILITIES

POLICY: HOLD ROOMS WILL BE USED ONLY FOR TEMPORARY DETENTION OF DETAINEES AWAITING REMOVAL, TRANSFER, EOIR HEARINGS, MEDICAL TREATMENT, INTRA-FACILITY MOVEMENT, OR OTHER PROCESSING INTO OR OUT OF THE FACILITY.

COMPONENTS	YES	NO	NA	REMARKS
Individuals are not held in hold rooms for more than 12 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PRIOR TO ENTERING POPULATION OR TRANSFER, USED FOR TEMPORARY DETENTION OF DETAINEES.
Male and females are segregated from each other.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MALE FACILITY ONLY. FEMALES SENT TO CHITTENDEN COUNTY CORRECTIONAL FACILITY IN BURLINGTON, VT.
Detainees under the age of 18 are not held with adult detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FACILITY DOES NOT DETAIN DETAINEES UNDER 18. IN AN EMERGENCY SITUATION WOULD SEGREGATE PER POLICY.
In older facilities, officers are within visual or audible range to allow detainees access to toilet facilities on a regular basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BOOKING OFFICER PRESENT 24/7 IN THE INTAKE/HOLDING ROOM LOCATION. TOILET AND SINK UNITS LOCATED IN EACH HOLDING ROOM.

HOLD ROOMS IN DETENTION FACILITIES

POLICY: HOLD ROOMS WILL BE USED ONLY FOR TEMPORARY DETENTION OF DETAINEES AWAITING REMOVAL, TRANSFER, EOIR HEARINGS, MEDICAL TREATMENT, INTRA-FACILITY MOVEMENT, OR OTHER PROCESSING INTO OR OUT OF THE FACILITY.

COMPONENTS	YES	NO	NA	REMARKS
All detainees are given a pat down search for weapons or contraband before being placed in the room.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ALL DETAINEES WHILE INITIALLY PATTED DOWN PRIOR TO ENTERING INTAKE ROOM, ARE SEARCHED AND ISSUED PRISON UNIFORMS PRIOR TO BEING PLACED IN THE HOLDING ROOM.
Officers closely supervise the detention hold rooms using direct supervision (Irregular visual monitoring). <ul style="list-style-type: none"> Hold rooms are irregularly monitored every 15 minutes. Unusual behavior or complaints are noted. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUPERVISED 24/7 BY BOOKING OFFICER AND RECORDED IN CONTROL ROOM. BOTH LOCATED IN VISUAL SIGHT OF BOOKING OFFICER AND THE MASTER CONTROL ROOM OPERATOR..
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS: VT AGENCY POLICY REQUIRES ALL DETAINEES BE SEARCHED UPON INTAKE.

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

**KEY AND LOCK CONTROL
(SECURITY, ACCOUNTABILITY AND MAINTENANCE)**

POLICY IT IS THE POLICY OF THE ICE SERVICE TO MAINTAIN AN EFFICIENT SYSTEM FOR THE USE, ACCOUNTABILITY AND MAINTENANCE OF ALL KEYS AND LOCKS.

COMPONENTS	YES	NO	NA	REMARKS
Facility policies and procedures address the issue of compromised keys and locks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL INCIDENTS OF COMPROMISED KEYS AND/OR LOCKS ARE REPORTED TO THE SUPERVISOR. KEPT ON RECORD IN STATE DATABASE UNDER UNUSUAL INCIDENT REPORTING.
Padlocks and/or chains are prohibited from use on cell doors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NOT ALLOWED.
The entrance/exit door locks to detainee living quarters, or areas with an occupant load of 50 or more people, conform to: <ul style="list-style-type: none"> Occupational Safety and Environmental Health Manual, Ch. 3; National Fire Protection Association Life Safety Code 101. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ENTRANCE/EXIT DOOR LOCKS ARE UP TO CODE AND FIRE CODE.
Emergency keys are available for all areas of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL EMERGENCY KEYS ARE LABELED AND KEPT IN THE CONTROL ROOM.

**KEY AND LOCK CONTROL
(SECURITY, ACCOUNTABILITY AND MAINTENANCE)**

POLICY It is the policy of the ICE Service to maintain an efficient system for the use, accountability and maintenance of all keys and locks.

COMPONENTS	YES	NO	NA	REMARKS
The facilities use a key accountability system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AUDITED EVERY 4-8 HOURS.. CHECKLIST REQUIRED.
Authorization is necessary to issue any restricted key.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UNDER SECURED. SUPERVISION OF SUPERVISOR.
Individual gun lockers are provided. <ul style="list-style-type: none"> They are located in an area that permits constant officer observation. In an area that does not allow detainee or public access. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GUN LOCKERS ARE LOCATED OUTSIDE OF BOOKING AREA WITHIN TH SALLY PORT AREA. GUN BOXES ARE MONITORED BY THE CONTROL ROOM AND BOOKING OFFICER PRIOR TO ACCESS TO THE FACILITY.

**KEY AND LOCK CONTROL
(SECURITY, ACCOUNTABILITY AND MAINTENANCE)**

POLICY IT IS THE POLICY OF THE ICE SERVICE TO MAINTAIN AN EFFICIENT SYSTEM FOR THE USE, ACCOUNTABILITY AND MAINTENANCE OF ALL KEYS AND LOCKS.

COMPONENTS	YES	NO	NA	REMARKS
<p>All staff members are trained and held responsible for adhering to proper procedures for the handling of keys.</p> <ul style="list-style-type: none"> • Issued keys are returned immediately in the event an employee inadvertently carries a key ring home. • When a key or key ring is lost, misplaced, or not accounted for, the shift supervisor is immediately notified. • Detainees are not permitted to handle keys assigned to staff. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LOG BOOK IN PLACE AS WELL AS REPORTING PROCEDURE. STAFF GIVEN INITIAL TRAINING AND REFRESHERS. DETAINEES DO NOT HANDLE KEYS.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

POPULATION COUNTS

POLICY: ALL DETENTION FACILITIES SHALL ENSURE AROUND-THE-CLOCK ACCOUNTABILITY FOR ALL DETAINEES. THIS REQUIRES THAT THEY CONDUCT AT LEAST ONE FORMAL COUNT OF THE DETAINEE POPULATION PER SHIFT, WITH ADDITIONAL FORMAL AND INFORMAL COUNTS CONDUCTED AS NECESSARY.

COMPONENTS	YES	NO	NA	REMARKS
Staff conduct a formal count at least once each shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POST ORDERS SHOWS COUNT PROCEDURE. FORMAL COUNTS DONE ONCE PER SHIFT AND DURING AN EMERGENCY LOCKDOWN.
Activities cease or are strictly controlled while a formal count is being conducted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WHEN HEADCOUNT IS BEING DONE, FACILITY IS IN LOCKDOWN.
Formal counts in all units take place simultaneously.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFFIRMATIVE. ALL FORMAL COUNTS ARE BEING FORWARDED TO CONTROL ROOM. RECORDS MAINTAINED BY BOOKING OFFICER
Detainee participation in counts is prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>CONDUCTED BY FACILITY STAFF ONLY!</u>

POPULATION COUNTS

POLICY: ALL DETENTION FACILITIES SHALL ENSURE AROUND-THE-CLOCK ACCOUNTABILITY FOR ALL DETAINEES. THIS REQUIRES THAT THEY CONDUCT AT LEAST ONE FORMAL COUNT OF THE DETAINEE POPULATION PER SHIFT, WITH ADDITIONAL FORMAL AND INFORMAL COUNTS CONDUCTED AS NECESSARY.

Officers positively identify each detainee before counting him/her as present.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VISUAL INSPECTION REQUIRED BY FACILITY STAFF PRIOR TO REPORTING THE HEADCOUNT.
Written procedures cover informal and emergency counts. <ul style="list-style-type: none"> They are followed during informal counts and emergencies. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FACILITY STANDARD OPERATING PROCEDURES. IN WRITTEN FORM. FOUND IN POST ORDERS.
The control officer (or other designated position) maintains an out-count record of all detainees temporarily leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CONTROL OFFICER MAINTAINS COUNT RECORD FOR ALL DETAINEES OUT OF UNIT FOR ANY REASON. RECORD KEPT FOR DETAINEES CURRENTLY OUT OF FACILITY (IE. MEDICAL, COURT, ETC.)
<div style="display: flex; justify-content: space-between; align-items: center;"> <input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING </div>				

REMARKS:

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

SECURITY INSPECTIONS

POLICY: POST ASSIGNMENTS IN THE FACILITY'S HIGH-RISK AREAS, WHERE SPECIAL SECURITY PROCEDURES MUST BE FOLLOWED, WILL BE RESTRICTED TO EXPERIENCED PERSONNEL WITH A THOROUGH GROUNDING IN FACILITY OPERATIONS.

COMPONENTS	YES	NO	NA	REMARKS
The facility has a comprehensive security inspection policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PER FACILITY AND STATE POLICY. OUTLINED IN WRITTEN STANDARD OPERATING PROCEDURES. VT FACILITY POLICY 300.89
Every officer is required to conduct a security check of his/her assigned area. The results are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OFFICERS ARE REQUIRED TO DO CHECKS RECORDED CHECKS ARE POSTED IN THE "POST ORDER" LOG BOOK.
The front-entrance officer checks the ID of everyone entering or exiting the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL SUBJECTS ARE CHECKED BY FRONT ENTRANCE OFFICER. THEY ARE THEN REQUIRED TO LOG IN TO FRONT ENTRANCE LOG THAT REQUIRES THEIR AGENCY AND PURPOSE OF VISIT.. UPDATED AT COMPUTER TERMINAL LOCATED IN VISITOR LOBBY. VISITORS ENTERING FACILITY ARE RADIO'ED TO THE MASTER CONTROL ROOM AS WITNESSED DURING INSPECTION.
Every Control Center officer receives specialized training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PER FACILITY TRAINING REQUIREMENTS. CONSIST OF HIGHER DEGREE OF TRAINING/EXPERIENCE THAN REGULAR OFFICER. TRAINING APPLIES TO CONTROL CENTER OPERATION.

SECURITY INSPECTIONS

POLICY: POST ASSIGNMENTS IN THE FACILITY'S HIGH-RISK AREAS, WHERE SPECIAL SECURITY PROCEDURES MUST BE FOLLOWED, WILL BE RESTRICTED TO EXPERIENCED PERSONNEL WITH A THOROUGH GROUNDING IN FACILITY OPERATIONS.

COMPONENTS	Yes	No	NA	REMARKS
The Control Center is staffed around the clock.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24 HOURS A DAY. 7 DAYS A WEEK.
Policy restricts staff access to the Control Center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NON -ESSENTIAL STAFF RESTRICTED FROM CONTROL ROOM AREA.
Detainees are restricted from access to the Control Center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DETAINEES ARE <u>NEVER</u> ALLOWED ACCESS. TO THE CONTROL CENTER.
Officers monitor all vehicular traffic entering and leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VIA VIDEO MONITOR AND ROVING PERIMETER VEHICLE.

SECURITY INSPECTIONS

POLICY: POST ASSIGNMENTS IN THE FACILITY'S HIGH-RISK AREAS, WHERE SPECIAL SECURITY PROCEDURES MUST BE FOLLOWED, WILL BE RESTRICTED TO EXPERIENCED PERSONNEL WITH A THOROUGH GROUNDING IN FACILITY OPERATIONS.

COMPONENTS	YES	NO	NA	REMARKS
The facility maintains a log of all incoming and departing vehicles to sensitive areas of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RECORD OF ALL VEHICLE ENTERING FACILITY AND SENSITIVE AREAS ON VIDEO MONITORING. LOG IN REQUIRED AT ENTRY/EXIT TO LOBBY AREAS.
Officers thoroughly search each vehicle entering and leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SEARCHED WITHIN SALLY PORT BOTH ENTERING AND EXITING THE FACILITY.
Every search of the SMU and other housing units is documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EACH ASSIGNED AREA'S SEARCH IS LOGGED .
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

(b)(6),(b)(7)(C)

INSPECTOR SIGNATURE / DATE

**SPECIAL MANAGEMENT UNIT (SMU)
ADMINISTRATIVE SEGREGATION**

POLICY: THE SPECIAL MANAGEMENT UNIT REQUIRED IN EVERY FACILITY ISOLATES CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL CONSIST OF TWO SECTIONS. ONE, ADMINISTRATIVE SEGREGATION, HOUSES DETAINEES ISOLATED FOR THEIR OWN PROTECTION; THE OTHER FOR DETAINEES BEING DISCIPLINED FOR WRONGDOING (SEE THE "SPECIAL MANAGEMENT UNIT [DISCIPLINARY SEGREGATION]" STANDARD).

COMPONENTS	YES	NO	NA	REMARKS
<p>The Administrative Segregation unit provides non-punitive protection from the general population and individuals undergoing disciplinary segregation.</p> <ul style="list-style-type: none"> Detainees are placed in the SMU (administrative) in accordance with written criteria. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POLICY OUTLINED IN FACILITY WRITTEN STANDARD OPERATION PROCEDURES. VT FACILITIES POLICIES 300.57 DIRECTIVE 410
<p>In exigent circumstances, staff may place a detainee in the SMU (administrative) before a written order has been approved.</p> <ul style="list-style-type: none"> A copy of the order given to the detainee within 24 hours. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AUTHORIZATION IN EXIGENT CIRCUMSTANCES HAS TO BE GIVEN BY SUPERVISOR. ADMIN PLACEMENT REPORT HAS TO FILED WITHIN 24 HRS OF INCIDENT.
<p>Administratively segregated detainees enjoy the same general privileges as detainees in the general population.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL SERVICES (RECREATION, FOOD, MEDICAL, ETC). ALLOWED UNDER FACILITY REQUIREMENTS.
<p>The SMU is:</p> <ul style="list-style-type: none"> Well ventilated; Adequately lighted; Appropriately heated; and Maintained in a sanitary condition. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FACILITY CLIMATE CONTROLLED WITHIN SPECIFICATION IN PODS AND SMU UNITS.

**SPECIAL MANAGEMENT UNIT (SMU)
ADMINISTRATIVE SEGREGATION**

POLICY: THE SPECIAL MANAGEMENT UNIT REQUIRED IN EVERY FACILITY ISOLATES CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL CONSIST OF TWO SECTIONS. ONE, ADMINISTRATIVE SEGREGATION, HOUSES DETAINEES ISOLATED FOR THEIR OWN PROTECTION; THE OTHER FOR DETAINEES BEING DISCIPLINED FOR WRONGDOING (SEE THE "SPECIAL MANAGEMENT UNIT [DISCIPLINARY SEGREGATION]" STANDARD).

COMPONENTS	YES	NO	NA	REMARKS
All cells are equipped with beds. <ul style="list-style-type: none"> Every bed is securely fastened to the floor or wall. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WITNESSED PER INSPECTION REVIEW.
The number of detainees in any cell does not exceed the occupancy limit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NO OVERCROWDING WITNESSED DURING TIME OF INSPECTION.
Detainees receive three nutritious meals per day, from the general population's menu of the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SATELLITE FEEDING FALLS UNDER SAME REQUIREMENTS OF GENERAL POPULATION.
Each detainee maintains a normal level of personal hygiene in the SMU.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OVERSEEN BY SMU STAFF.

**SPECIAL MANAGEMENT UNIT (SMU)
ADMINISTRATIVE SEGREGATION**

POLICY: THE SPECIAL MANAGEMENT UNIT REQUIRED IN EVERY FACILITY ISOLATES CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL CONSIST OF TWO SECTIONS. ONE, ADMINISTRATIVE SEGREGATION, HOUSES DETAINEES ISOLATED FOR THEIR OWN PROTECTION; THE OTHER FOR DETAINEES BEING DISCIPLINED FOR WRONGDOING (SEE THE "SPECIAL MANAGEMENT UNIT [DISCIPLINARY SEGREGATION]" STANDARD).

COMPONENTS	YES	NO	NA	REMARKS
A health care professional visits every detainee at least three times a week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SMU DETAINEE CAN ALSO REQUEST TO BE SEEN. MEDICAL STAFF LOCATED WITHIN FACILITY. SICK CALL REQUEST FORMS PROVIDED FOR MEDICAL, DENTAL, AND MENTAL HEALTH CONCERNS.
The SMU maintains a permanent log of detainee-related activity, e.g., meals served, recreation, visitors etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LOGGED IN COMPUTER/STATE DATABASE
Staff record whether the detainee ate, showered, exercised, and took any applicable medication during every shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL STAFF VISIT UNIT TWICE A DAY FOR ISSUANCE OF MEDICATION AND TO TALK WITH DETAINEES. ACTIVITY IS LOGGED IN FACILITY DATABASE.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

**SPECIAL MANAGEMENT UNIT
DISCIPLINARY SEGREGATION**

POLICY: EACH FACILITY WILL ESTABLISH A SPECIAL MANAGEMENT UNIT IN WHICH TO ISOLATE CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL HAVE TWO SECTIONS, ONE FOR DETAINEES IN ADMINISTRATIVE SEGREGATION; THE OTHER FOR DETAINEES BEING SEGREGATED FOR DISCIPLINARY REASONS.

COMPONENTS	YES	NO	NA	REMARKS
Officers placing detainees in disciplinary segregation follow written procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PER STANDARD OPERATING PROCEDURE. INCIDENTS LOGGED IN FACILITY DATABASE.
A completed Disciplinary Segregation Order accompanies the detainee into the SMU.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ADMINISTRATIVE PLACEMENT REPORT GIVEN.
Standard procedures include reviewing the cases of individual detainees housed in disciplinary segregation at set intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL SMU DETAINEES ARE REVIEWED AT SET INTERVALS AND ON A WEEKLY BASIS A REVIEW IS CONDUCTED BY THE HEAD CASE WORKER AND SUPERVISOR OF THE FACILITY.
The conditions of confinement in the SMU are proportional to the amount of control necessary to protect detainees and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WITHIN GUIDELINES AS WITNESSED DURING INSPECTION.

**SPECIAL MANAGEMENT UNIT
DISCIPLINARY SEGREGATION**

POLICY: EACH FACILITY WILL ESTABLISH A SPECIAL MANAGEMENT UNIT IN WHICH TO ISOLATE CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL HAVE TWO SECTIONS, ONE FOR DETAINEES IN ADMINISTRATIVE SEGREGATION; THE OTHER FOR DETAINEES BEING SEGREGATED FOR DISCIPLINARY REASONS.

COMPONENTS	YES	NO	NA	REMARKS
All cells are equipped with beds that are securely fastened to the floor or wall of the cell.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	REQUIRED BY VT DEPARTMENT OF CORRECTION GUIDELINES. WITNESSED AS SO DURING INSPECITON PROCESS.
When a detainee is segregated without clothing, mattress, blanket, or pillow (in a dry cell setting), a justification is made and the decision is reviewed each shift. Items are returned as soon as it is safe.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DRY CELL SEGREGATION IS INTIATED BY SUPERVISOR AND APPROVED BY FACILITY SUPERINTENDANT. SUBJECT IS UNDER CONSTANT SUPERVISION DURING THIS TIME.
Detainees in the SMU receive three nutritious meals per day, selected from the Food Service's menu of the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SATELLITE FEEDING FALLS UNDER SAME REQUIREMENTS OF GENERAL POPULATION. (REPEAT QUESTION FROM PAGE 57)
Detainees are allowed to maintain a normal level of personal hygiene, including the opportunity to shower and shave at least three times/week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OVERSEEN BY SMU STAFF. ALL HYGIENE ITEMS ISSUED /.

**SPECIAL MANAGEMENT UNIT
DISCIPLINARY SEGREGATION**

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COMPONENTS	YES	NO	NA	REMARKS
A health care professional visits every detainee in disciplinary segregation every week day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES. SMU DETAINEE CAN ALSO REQUEST TO BE SEEN. MEDICAL STAFF LOCATED WITHIN FACILITY
All detainee-related activities are documented, e.g. meals served, recreation activities, visitors, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ACTIVITY IS LOGGED IN FACILITY DATABASE.(SEE PAGE 58). REPEAT QUESTION
SMU staff record whether the detainee ate, showered, exercised, took medication, etc. <ul style="list-style-type: none"> Details about the detainee logged, e.g., a medical condition, suicidal/violent behavior, etc. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ACTIVITY IS LOGGED IN FACILITY DATABASE. (SEE PAGE 58). REPEAT QUESTION. MEDICAL STAFF VISIT UNIT TWICE A DAY FOR ISSUANCE OF MEDICATION AND TO TALK WITH DETAINEES.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

TOOL CONTROL

POLICY: IT IS THE POLICY OF ALL FACILITIES THAT ALL EMPLOYEES SHALL BE RESPONSIBLE FOR COMPLYING WITH THE TOOL CONTROL POLICY. THE MAINTENANCE SUPERVISOR SHALL MAINTAIN A COMPUTER GENERATED OR TYPEWRITTEN MASTER INVENTORY LIST OF TOOLS AND EQUIPMENT AND THE LOCATION IN WHICH TOOLS ARE STORED. THESE INVENTORIES SHALL BE CURRENT, FILED AND READILY AVAILABLE FOR TOOL INVENTORY AND ACCOUNTABILITY DURING AN AUDIT.

COMPONENTS	YES	NO	NA	REMARKS
<p>The facility has a tool classification system. Tools are classified according to:</p> <ul style="list-style-type: none"> • Restricted (dangerous/hazardous); and • Non-Restricted (non-hazardous). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FACILITY HAS CLASSIFICATION SYSTEM WITH THE USE OF ISSUANCE LISTS/SHADOW BOARDS AS WITNESSED DURING INSPECTION. NOT CLASSIFIED AS RESTRICTED OR NON RESTRICTED. ALL TOOLS CONSIDERED DANGEROUS.
Each facility has procedures for the issuance of tools to staff and detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ISSUANCE LIST WHICH IS AUDITED BY FACILITY STAFF AND OVERSEEN BY SUPERVISORS. FACILITY PROCEDURE 300.10.

☒ ACCEPTABLE
☐ DEFICIENT
☐ AT-RISK
☐ REPEAT FINDING

REMARKS: TOOL CLASSIFICATION S

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

**TRANSPORTATION
LAND TRANSPORTATION**

POLICY: THE IMMIGRATION AND NATURALIZATION SERVICE WILL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT THE LIVES, SAFETY, AND WELFARE OF OUR OFFICERS, THE GENERAL PUBLIC, AND THOSE IN ICE CUSTODY DURING THE TRANSPORTATION OF DETAINEES. STANDARDS HAVE BEEN ESTABLISHED FOR PROFESSIONAL TRANSPORTATION UNDER THE SUPERVISION OF EXPERIENCED AND TRAINED DETENTION ENFORCEMENT OFFICERS OR AUTHORIZED CONTRACT PERSONNEL.

☒ **STANDARD NA:** CHECK THIS BOX IF ALL ICE TRANSPORTATION IS HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.

COMPONENTS	YES	NO	NA	REMARKS
Transporting officers comply with applicable local, state, and federal motor vehicle laws and regulations. Records support this finding of compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every transporting officer required to drive a commercial size bus has a valid Commercial Driver's License (CDL) issued by the state of employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisors maintain records for each vehicle operator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TRANSPORTATION
LAND TRANSPORTATION

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☒ **STANDARD NA:** CHECK THIS BOX IF ALL ICE TRANSPORTATION IS HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.

COMPONENTS	YES	NO	NA	REMARKS
<p>Officers use a checklist during every vehicle inspection.</p> <ul style="list-style-type: none"> Officers report deficiencies affecting operability; and Deficiencies are corrected before the vehicle goes back into service. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Transporting officers:</p> <ul style="list-style-type: none"> Limit driving time to 10 hours in any 15 hour period; Drive only after eight consecutive off-duty hours; Do not receive transportation assignments after having been on duty, in any capacity, for 15 hours; Drive a 50-hour maximum in a given work week; a 70-hour maximum during eight consecutive days; During emergency conditions (including bad weather), officers may drive as long as necessary and safe to reach a safe area—exceeding the 10-hour limit. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**TRANSPORTATION
LAND TRANSPORTATION**

POLICY: THE IMMIGRATION AND NATURALIZATION SERVICE WILL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT THE LIVES, SAFETY, AND WELFARE OF OUR OFFICERS, THE GENERAL PUBLIC, AND THOSE IN ICE CUSTODY DURING THE TRANSPORTATION OF DETAINEES. STANDARDS HAVE BEEN ESTABLISHED FOR PROFESSIONAL TRANSPORTATION UNDER THE SUPERVISION OF EXPERIENCED AND TRAINED DETENTION ENFORCEMENT OFFICERS OR AUTHORIZED CONTRACT PERSONNEL.

☒ **STANDARD NA: CHECK THIS BOX IF ALL ICE TRANSPORTATION IS HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.**

(b)(7)(E) COMPONENTS	YES	NO	NA	REMARKS
with valid CDLs required in any bus transporting detainees. <ul style="list-style-type: none"> When buses travel in tandem with detainees, there are two qualified officers per vehicle. An unaccompanied driver may transport an empty vehicle. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Before the start of each detail, the vehicle is thoroughly searched.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Positive identification of all detainees being transported is confirmed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TRANSPORTATION
LAND TRANSPORTATION

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COMPONENTS	YES	NO	NA	REMARKS
All detainees are searched immediately prior to boarding the vehicle by staff controlling the bus or vehicle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility ensures that the number of detainees transported does not exceed the vehicles manufacturer's occupancy level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protective vests are provided to all transporting officers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TRANSPORTATION
LAND TRANSPORTATION

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☒ **STANDARD NA:** CHECK THIS BOX IF ALL ICE TRANSPORTATION IS HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.

COMPONENTS	YES	NO	NA	REMARKS
<p>The vehicle crew conducts a visual count once all passengers are on board and seated.</p> <ul style="list-style-type: none"> Additional visual counts are made whenever the vehicle makes a scheduled or unscheduled stop. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Policies and procedures are in place addressing the use of restraining equipment on transportation vehicles.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Officers ensure that no one contacts the detainees.</p> <ul style="list-style-type: none"> (b)(7)(E) remains in the vehicle at all times when detainees are present. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**TRANSPORTATION
LAND TRANSPORTATION**

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COMPONENTS	YES	NO	NA	REMARKS
Meals are provided during long distance transfers. <ul style="list-style-type: none"> The meals meet the minimum dietary standards, as identified by dieticians utilized by ICE. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The vehicle crew inspects all Food Service pickups before accepting delivery (food wrapping, portions, quality, quantity, thermos-transport containers, etc.). <ul style="list-style-type: none"> Before accepting the meals, the vehicle crew raises and resolves questions, concerns, or discrepancies with the Food Service representative; Basins, latrines, and drinking-water containers/dispensers are cleaned and sanitized on a fixed schedule. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicles have: <div style="background-color: black; color: red; padding: 5px;">(b)(7)(E)</div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**TRANSPORTATION
LAND TRANSPORTATION**

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COMPONENTS	YES	NO	NA	REMARKS
The vehicles are clean and sanitary at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal property of a detainee transferring to another facility is: <ul style="list-style-type: none"> • Inventoried; Inspected; and • Accompanies the detainee. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The following contingencies are included in the written procedures for vehicle crews: <ul style="list-style-type: none"> • Attack, Escape, Hostage-taking, Detainee sickness • Detainee death, Vehicle fire, Riot, Traffic accident • Mechanical problems, Natural disasters, Severe weather • Passenger list includes women or minors 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

☒ **ACCEPTABLE**

☐ **DEFICIENT**

☐ **AT-RISK**

☐ **REPEAT FINDING**

REMARKS:

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

USE OF FORCE

POLICY: THE U.S. DEPARTMENT OF HOMELAND SECURITY AUTHORIZES THE USE OF FORCE ONLY AS A LAST ALTERNATIVE AFTER ALL OTHER REASONABLE EFFORTS TO RESOLVE A SITUATION HAVE FAILED. ONLY THAT AMOUNT OF FORCE NECESSARY TO GAIN CONTROL OF THE DETAINEE, TO PROTECT AND ENSURE THE SAFETY OF DETAINEES, STAFF AND OTHERS, TO PREVENT SERIOUS PROPERTY DAMAGE AND TO ENSURE INSTITUTION SECURITY AND GOOD ORDER MAY BE USED. PHYSICAL RESTRAINTS NECESSARY TO GAIN CONTROL OF A DETAINEE WHO APPEARS TO BE DANGEROUS MAY BE EMPLOYED WHEN THE DETAINEE:

COMPONENTS	YES	NO	NA	REMARKS
There is a use of force policy outlining immediate and calculated use of force, and confrontation avoidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COVERED UNDER MULTIPLE FACILITY POLICY (300.11,300.12,300.13 AND VT DOC 413.01). STAFF RECEIVES INITIAL TRAINING UPON HIRING, AND QUARTERLY RENEWALS.. YEARLY RE-CERTIFICATIONS.
Staff members are trained in the performance of the Use-of-Force Team Technique.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STAFF TRAINING REQUIRED QUARTERLY AND RE-CERTIFIED YEARLY.
All use-of-force incidents are documented and reviewed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WRITTEN REPORT COMPLETED BY SUPERVISOR AND INCIDENT LOGGED INTO FACILITY DATABASE. DETAIL REPORT BY SUPERVISOR DETAILS WHAT TYPE OF USE OF FORCE AND ANY NON LETHAL APPLICATION OF FORCE.
Staff: <ul style="list-style-type: none"> Do not use force as punishment; Attempt to gain the detainee's voluntary cooperation before resorting to force; Use only as much force as necessary to control the detainee; and 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PART OF QUARTERLY USE OF FORCE TRAINING.

USE OF FORCE

POLICY: THE U.S. DEPARTMENT OF HOMELAND SECURITY AUTHORIZES THE USE OF FORCE ONLY AS A LAST ALTERNATIVE AFTER ALL OTHER REASONABLE EFFORTS TO RESOLVE A SITUATION HAVE FAILED. ONLY THAT AMOUNT OF FORCE NECESSARY TO GAIN CONTROL OF THE DETAINEE, TO PROTECT AND ENSURE THE SAFETY OF DETAINEES, STAFF AND OTHERS, TO PREVENT SERIOUS PROPERTY DAMAGE AND TO ENSURE INSTITUTION SECURITY AND GOOD ORDER MAY BE USED. PHYSICAL RESTRAINTS NECESSARY TO GAIN CONTROL OF A DETAINEE WHO APPEARS TO BE DANGEROUS MAY BE EMPLOYED WHEN THE DETAINEE:

COMPONENTS	YES	NO	NA	REMARKS
Medication may only be used for restraint purposes when authorized by the Medical Authority as medically necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NOT USED AT FACILITY.
In immediate-use-of-force situations, staff contacts medical staff once the detainee is under control.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL SERVICE OFFERED WITH EVERY INCIDENT.
Special precautions are taken when restraining pregnant detainees. <ul style="list-style-type: none"> Medical personnel are consulted 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MALE FACILITY
The officers are thoroughly trained in the use of soft and hard restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PART OF CORE TRAINING AND CERTIFICATION.

USE OF FORCE

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COMPONENTS	YES	NO	NA	REMARKS
For incidents involving calculated use of force, a videotape is made and retained for review.	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUBJECT IS RECORDED WITH HANDHELD AND FIXED VIDEO WITHIN THE FACILITY.
<input checked="checked" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

(b)(6),(b)(7)(C)

INSPECTOR SIGNATURE / DATE

STAFF DETAINEE COMMUNICATIONS

POLICY: PROCEDURES MUST BE IN PLACE TO ALLOW FOR FORMAL AND INFORMAL CONTACT BETWEEN KEY FACILITY STAFF AND ICE STAFF AND ICE DETAINEE AND TO PERMIT DETAINEES TO MAKE WRITTEN REQUESTS TO ICE STAFF AND RECEIVE AN ANSWER IN AN ACCEPTABLE TIME FRAME.

COMPONENTS	YES	NO	NA	REMARKS
ICE information request Forms are available at the IGSA for use by ICE detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INDIVIDUAL CASEWORKER FORWARDS ANY REQUEST FOR ICE INFORMATION.
The IGSA treats detainee correspondence to ICE staff as Special Correspondence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IMMEDIATE NOTIFICATION MADE TO ICE. NO

☒ ACCEPTABLE
 ☐ DEFICIENT
 ☐ AT-RISK
 ☐ REPEAT FINDING

REMARKS: NO INFORMATION REQUESTS WERE MADE FOR TIME COVERED UNDER THIS INSPECTION.

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

DETAINEE TRANSFER STANDARD

POLICY: ICE WILL MAKE ALL NECESSARY NOTIFICATIONS WHEN A DETAINEE IS TRANSFERRED. IF A DETAINEE IS BEING TRANSFERRED VIA THE JUSTICE PRISONER ALIEN TRANSPORTATION SYSTEM (JPATS), ICE WILL ADHERE TO JPATS PROTOCOLS. IN DECIDING WHETHER TO TRANSFER A DETAINEE, ICE WILL TAKE INTO CONSIDERATION WHETHER THE DETAINEE IS REPRESENTED BEFORE THE IMMIGRATION COURT. IN SUCH CASES, THE FIELD OFFICE DIRECTOR WILL CONSIDER THE DETAINEE'S STAGE WITHIN THE REMOVAL PROCESS, WHETHER THE DETAINEE'S ATTORNEY IS LOCATED WITHIN REASONABLE DRIVING DISTANCE OF THE FACILITY, AND WHERE THE IMMIGRATION COURT PROCEEDINGS ARE TAKING PLACE.

COMPONENTS	YES	NO	NA	REMARKS
<p>When a detainee is represented by legal counsel or a legal representative, and a G-28 has been filed, the representative of record is notified by the detainee's Deportation Officer.</p> <ul style="list-style-type: none"> The notification is recorded in the detainee's file; and When the A File is not available, notification is noted within DACS 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE PLACES G-28 IN A-FILE AND AN UPDATE IS NOTED IN EARM
Notification includes the reason for the transfer and the location of the new facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PERFORMED BY ICE OFFICE AND NOTICE OF TRANSFER GIVEN TO ALIEN AND ATTORNEY AS REPRESENTED BY G-28
The deportation officer is allowed discretion regarding the timing of the notification when extenuating circumstances are involved.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NOTIFICATION IS MADE AS SOON AS POSSIBLE DEPENDING ON NATURE OF CIRCUMSTANCES

DETAINEE TRANSFER STANDARD

POLICY: ICE WILL MAKE ALL NECESSARY NOTIFICATIONS WHEN A DETAINEE IS TRANSFERRED. IF A DETAINEE IS BEING TRANSFERRED VIA THE JUSTICE PRISONER ALIEN TRANSPORTATION SYSTEM (JPATS), ICE WILL ADHERE TO JPATS PROTOCOLS. IN DECIDING WHETHER TO TRANSFER A DETAINEE, ICE WILL TAKE INTO CONSIDERATION WHETHER THE DETAINEE IS REPRESENTED BEFORE THE IMMIGRATION COURT. IN SUCH CASES, THE FIELD OFFICE DIRECTOR WILL CONSIDER THE DETAINEE'S STAGE WITHIN THE REMOVAL PROCESS, WHETHER THE DETAINEE'S ATTORNEY IS LOCATED WITHIN REASONABLE DRIVING DISTANCE OF THE FACILITY, AND WHERE THE IMMIGRATION COURT PROCEEDINGS ARE TAKING PLACE.

COMPONENTS	YES	NO	NA	REMARKS
The attorney and detainee are notified that it is their responsibility to notify family members regarding a transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INSTRUCTED OF THIS AT TIME OF RECEIPT OF TRANSFER SHEET.
Facility policy mandates that: <ul style="list-style-type: none"> • Times and transfer plans are never discussed with the detainee prior to transfer; • The detainee is not notified of the transfer until immediately prior to departing the facility; and • The detainee is not permitted to make any phone calls or have contact with any detainee in the general population. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALIEN IS NOTIFIED JUST PRIOR TO DEPARTING FACILITY AND IS NOT ALLOTTED A PHONE TO ARRIVAL AT NEW FACILITY.
The detainee is provided with a completed Detainee Transfer Notification Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ON DAY OF TRANSFER PER ICE POLICY

DETAINEE TRANSFER STANDARD

POLICY: ICE WILL MAKE ALL NECESSARY NOTIFICATIONS WHEN A DETAINEE IS TRANSFERRED. IF A DETAINEE IS BEING TRANSFERRED VIA THE JUSTICE PRISONER ALIEN TRANSPORTATION SYSTEM (JPATS), ICE WILL ADHERE TO JPATS PROTOCOLS. IN DECIDING WHETHER TO TRANSFER A DETAINEE, ICE WILL TAKE INTO CONSIDERATION WHETHER THE DETAINEE IS REPRESENTED BEFORE THE IMMIGRATION COURT. IN SUCH CASES, THE FIELD OFFICE DIRECTOR WILL CONSIDER THE DETAINEE'S STAGE WITHIN THE REMOVAL PROCESS, WHETHER THE DETAINEE'S ATTORNEY IS LOCATED WITHIN REASONABLE DRIVING DISTANCE OF THE FACILITY, AND WHERE THE IMMIGRATION COURT PROCEEDINGS ARE TAKING PLACE.

COMPONENTS	YES	NO	NA	REMARKS
Form G-391 or equivalent authorizing the removal of a detainee from a facility is used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I-203 RELEASE FORM USED. KEPT ON RECORD AT FACILITY. TRANSFERS UPDATE IN EADM/EARM.
For medical transfers: <ul style="list-style-type: none"> The Detainee Immigration Health Service (or IGSA) (DIHS) Medical Director or designee approves the transfer; Medical transfers are coordinated through the local ICE office; and A medical transfer summary is completed and accompanies the detainee. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL TRANSFER SUMMARY IS COMPLETED BY THE MEDICAL DEPARTMENT AND SENT WITH ICE AGENTS UPON RELEASE FROM FACILITY. MEDICAL TRANSFER SUMMARY FOLLOWS ICE DETAINEE TO NEW FACILITY
Detainees in ICE facilities having DIHS staff and medical care are transferred with a completed transfer summary sheet in a sealed envelope with the detainee's name and A-number, and the envelope is marked Medical Confidential.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL FORMS TRANSFERRED WITH ALL DETAINEES AND IN SEALED ENVELOPES WITH A-NUMBER AND NAME.

DETAINEE TRANSFER STANDARD

POLICY: ICE WILL MAKE ALL NECESSARY NOTIFICATIONS WHEN A DETAINEE IS TRANSFERRED. IF A DETAINEE IS BEING TRANSFERRED VIA THE JUSTICE PRISONER ALIEN TRANSPORTATION SYSTEM (JPATS), ICE WILL ADHERE TO JPATS PROTOCOLS. IN DECIDING WHETHER TO TRANSFER A DETAINEE, ICE WILL TAKE INTO CONSIDERATION WHETHER THE DETAINEE IS REPRESENTED BEFORE THE IMMIGRATION COURT. IN SUCH CASES, THE FIELD OFFICE DIRECTOR WILL CONSIDER THE DETAINEE'S STAGE WITHIN THE REMOVAL PROCESS, WHETHER THE DETAINEE'S ATTORNEY IS LOCATED WITHIN REASONABLE DRIVING DISTANCE OF THE FACILITY, AND WHERE THE IMMIGRATION COURT PROCEEDINGS ARE TAKING PLACE.

COMPONENTS	YES	NO	NA	REMARKS
For medical transfers, transporting officers receive instructions regarding medical issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL SUMMARY GIVEN TO TRANSPORTATION OFFICERS UNDER ICE POLICY AND PROCEDURE.
Detainee's funds, valuables, and property are returned and transferred with the detainee to his/her new location.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DETAINEE FUNDS TRANSFERRED WITH DETAINEE TO NEW LOCATION. ALL PROPERTY IS BOOKED IN/OUT AND UPDATED THROUGH EARM. SIGNED I-216 INITIATED ELECTRONICALLY AND HARD COPY KEPT ON FILE AT SUB OFFICE.
Transfer and documentary procedures outlined in Section C and D are followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PER ICE POLICY

DETAINEE TRANSFER STANDARD

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COMPONENTS	YES	NO	NA	REMARKS
Meals are provided when transfers occur during normally schedule meal times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BAGGED LUNCHES PROVIDED UPON TRANSFER FROM THE FACILITY AT NO COST TO ICE. HEATER MEALS/WATER AVAILABLE AT ICE OFFICE
An A File or work folder accompanies the detainee when transferred to a different field office or sub-office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FILES TRANSFERRED WITH DETAINEE AND DETAINEE PROPERTY, BY TRANSPORT TEAM. FILES RECORDED AS TRANSFERRED BY RECORDS
Files are forwarded to the receiving office via overnight mail no later than one business day following the transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FILES HAND CARRIED BY TRANSPORT TEAM AT TRANSFER. ALL TRANSFERS ARE UPDATED BY RECORDS OFFICER

☒ ACCEPTABLE
☐ DEFICIENT
☐ AT-RISK
☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

Policy: This Detention Standard requires that facilities that house ICE/DRO detainees affirmatively act to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

Components	Y	N	N/A	Remarks
The facility has a Sexual Abuse and Assault Prevention and Intervention Program consistent with the ICE Zero Tolerance Policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FACILITY PREA CERTIFIED. ALL STAFF HAD TO COMPLETE PREA TRAINING INITIALLY AND ANNUAL REFRESHER TRAINING THEREAFTER. VOLUNTEERS TO FACILITY ALSO HAVE TO RECEIVE MANDATORY PREA TRAINING.
All staff are trained during orientation and in annual refresher training in the prevention and intervention areas required by the Detention Standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PER PREA REQUIREMENTS. STAFF AND VOLUNTEERS REQUIRED MANDATORY TRAINING.
The facility maintains written documentation verifying employee, volunteer, and contractor training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL RECORDS OF PREA CERTIFICATIONS OF STAFF, VOLUNTEERS, AND CONTRACTORS KEPT IN ADMINISTRATION OFFICE ADJACENT TO LOBBY.

SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

Policy: This Detention Standard requires that facilities that house ICE/DRO detainees affirmatively act to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

Components	Y	N	N/A	Remarks
Detainees are informed about the program in facility orientation and in the detainee handbook (or equivalent).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INFORMATION IN HANDBOOK. POSTERS LOCATED THROUGHOUT FACILITY. ALSO LOCATED AT HOLDING CELLS IN ICE OFFICE
The Sexual Assault Awareness Notice is posted on all housing unit bulletin boards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POSTED IN ALL HOUSING AREAS OF FACILITY. ALSO POSTED IN INTAKE. ALSO LOCATED AT HOLDING CELLS IN ICE OFFICE
Detainees are screened upon arrival for "high risk" sexual assaultive and sexual victimization potential and housed and counseled accordingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL STAFF INITIATES PREA SCREENING ON INTAKE OF DETAINEE INTO FACILITY. MEDICAL STAFF HAS LIST OF QUESTION REGARDING PREA THAT ARE ASKED PRIOR TO DETAINEE ENTERING THE FACILITY. WITNESSED AT BOOK IN.

SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

Policy: This Detention Standard requires that facilities that house ICE/DRO detainees affirmatively act to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

Components	Y	N	N/A	Remarks
A detainee who is subjected to sexual abuse or assault is not returned to general population until proper re-classification, taking into consideration any increased vulnerability of the detainee as a result of the sexual abuse or assault, is completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JAIL FOLLOWS PROCEDURE AS REQUIRED BY PREA GUIDANCE.
There is prompt and effective intervention when any detainee is sexually abused or assaulted, and policy and procedures in place for required chain-of-command and immediate ICE reporting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PER PREA STANDARDS AND VERMONT DEPARTMENT OF CORRECTIONS POLICY.
Staff suspected of perpetrating sexual abuse or assault are removed from all duties requiring detainee contact pending the outcome of an investigation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PER PREA STANDARDS AND VERMONT DEPARTMENT OF CORRECTIONS POLICY.

SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

Policy: This Detention Standard requires that facilities that house ICE/DRO detainees affirmatively act to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

Components	Y	N	N/A	Remarks
When there is an alleged sexual assault, staff conduct a thorough investigation, gather and maintain evidence, and make referrals to appropriate law enforcement agencies for possible prosecution.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VT STATE POLICE AGENCY NOTIFIED FOR POSSIBLE PROSECUTION
When there is an alleged or proven sexual assault, the required notifications are promptly made to facility supervisors and ICE management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NOTIFICATION REQUIRED BY PREA TO FACILITY SUPERINTENDENT AND ICE MANAGEMENT.
Victims of sexual abuse or assault are referred to specialized community resources for treatment and gathering of evidence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SPOKE WITH SITE COORDINATOR OF PREA. VICTIMS ABSOLUTELY REFERRED TO OUTSIDE RESOURCES FOR TREATMENT

SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

Policy: This Detention Standard requires that facilities that house ICE/DRO detainees affirmatively act to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

Components	Y	N	N/A	Remarks
Tracking statistics and reports are readily available for review by the inspectors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CONDUCTED BY (b)(6),(b)(7)(C) SECURITY SUPERVISOR OF THE NORTHWEST STATE CORRECTIONAL FACILITY. TRACKING ENCLOSED WITH INSPECTION.

☒ Acceptable

☐ Deficient

☐ At-Risk

☐ Repeat Finding

Remarks: (Record significant facts, observations, other sources used, etc.)

(b)(6),(b)(7)(C)